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York College of Pennsylvania

A CO-EDUCATIONAL COLLEGE GRANTING
ASSOCIATE, BACCALAUREATE AND MASTER'S
DEGREES

(For details on graduate courses in business administration, nursing, and criminal justice please contact the respective department chair.)

GENERAL CATALOG 1989-91
Volume XLV 1989

Two hundred years of
educational heritage.



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York, Pennsylvania 17403-3426

Accreditation and Membership

Accredited by:

The Middle States Association of Colleges
and Secondary Schools

National League for Nursing

National Recreation and Park Association

American Medical Association: Committee on
Allied Health Education and Accreditation

Approved by:

The Pennsylvania Department of Education

The Pennsylvania Board of Nurse Examiners

American Medical Association: Committee on
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Department of Education for Training Veterans

Membership in:

American Assembly of Collegiate Schools of Business

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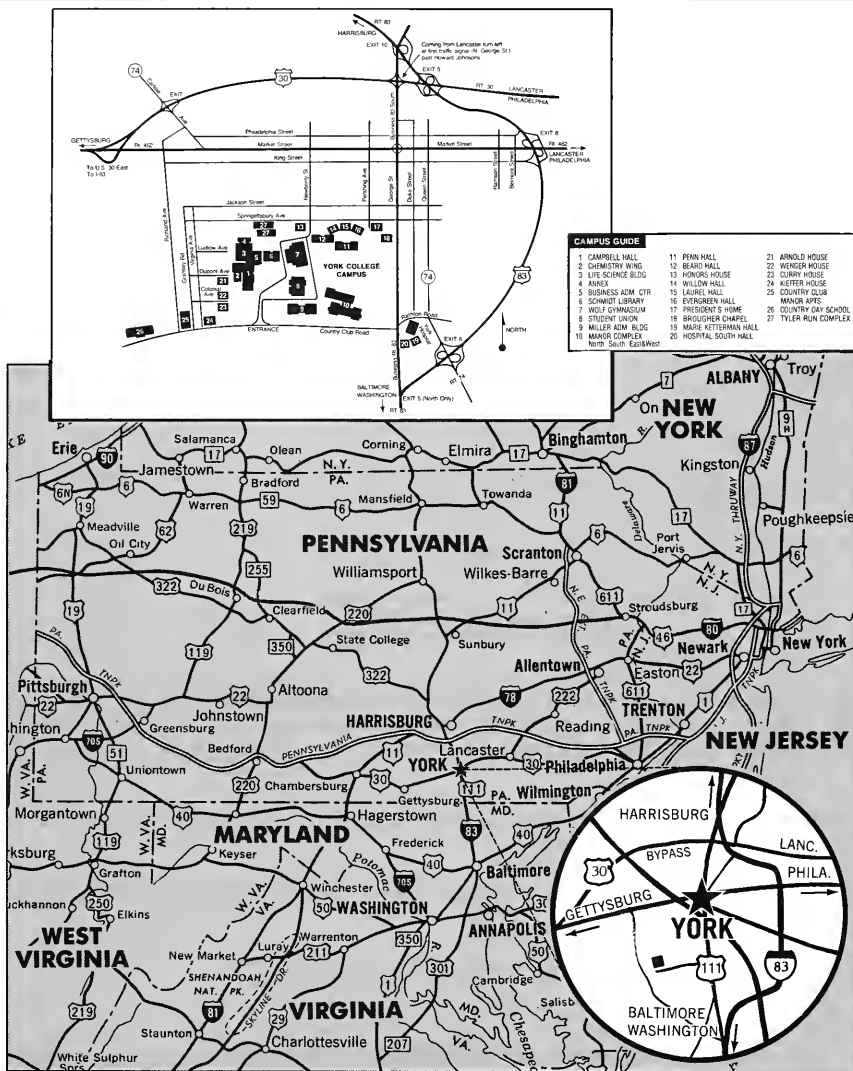
Pennsylvania Association of College Admissions Counselors

Pennsylvania Association of Colleges and Universities

National Association of Student Personnel Administrators

Potomac Chesapeake Association of College Admissions Counselors

Pennsylvania Travel Council



Traveling time from . . .

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—OR—

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Washington, DC:

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York College of Pennsylvania

CORRESPONDENCE DIRECTORY

Academic Matters	<i>Dean of Academic Affairs</i>
Admissions	<i>Director of Admissions</i>
Alumni Activities	<i>Alumni Coordinator</i>
General College Information	<i>Public Relations Office</i>
Business Matters	<i>Business Manager</i>
Scholarships, Student Aid	<i>Financial Aid Officer</i>
Student Affairs	<i>Dean of Student Affairs</i>
Transcripts/Academic Records	<i>Records Office</i>

The address for all the above is:

York College^{of Pennsylvania}
York, Pennsylvania 17403-3426

Telephone (717) 846-7788

Visitors: Visitors are always welcome. Office hours during the academic year (September through Spring Commencement) are 8:30 a.m.-5:00 p.m. weekdays. During the summer most offices close at 11:30 a.m. on Friday. The reception desk is open from 9:00 a.m.-1:00 p.m. Saturdays. Please request appointments with the Director of Admissions well in advance.

Rules: Students are to be governed by the rules, regulations and provisions contained in this publication. The College reserves the right to withdraw or modify all courses.

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While this bulletin was prepared on the basis of the best information available at the time of publication, the College reserves the right to change any provisions, regulations or requirements set forth within, without notice or obligation.

York College of Pennsylvania does not discriminate because of race, color, religious creed, ancestry, national origin, sex, handicaps or age in employment procedures or in recruitment and acceptance of students.

York College of Pennsylvania Welcomes You

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Introduction to York College

Our Philosophy

Some Comments from President Robert V. Iosue

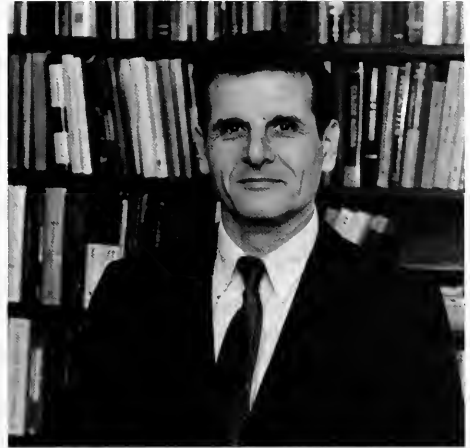
York College of Pennsylvania is a private non-denominational college dedicated to serving the educational needs of students who have the ability and desire to learn in a small college setting. We are able to offer our educational programs and a variety of extra-curricular activities at a very reasonable cost but with no sacrifice in quality.

In addition to the many programs of study offered to our 2,500 full-time students, the College offers extensive evening and summer programs for students who wish to pursue their education at an accelerated rate or on a part-time basis.

We believe that all students should become well acquainted and understand various aspects of the contemporary world. Through this understanding, the student will become a more effective citizen of the community, the country, and the world.

We hope to instill in all students a zest for learning so that they will come to view their lifetime as a period of continual growth, service and self-fulfillment. Hence, our educational philosophy encourages idealism, individuality and flexibility within accepted educational guidelines. Our philosophy is enhanced by a full array of cultural, athletic and other extra-curricular activities in which we encourage student participation.

In support of this philosophy, we believe that all of our students should have a broad educational experience represented by a required core curriculum which includes courses in English and Communication skills, Mathematics, Science, the Humanities, Behavioral and Social Sciences, Foreign Languages, Foreign Culture, American Civilization and Physical Education. These areas of the core curriculum contain courses from which students can make selections, thus ensuring some degree of flexibility in satisfying their individual interests and academic potential.



To the core curriculum are added elective courses and academic major courses, thereby giving the student an extensive educational background.

York College recognizes that education is a dynamic process serving students who are individuals and soon will be contributors to society. It is essential that an education appropriate to a broad array of careers and professions be available to our students.

Our objectives are:

1. To offer a program of studies in a variety of majors leading to the Baccalaureate Degree.
2. To offer programs which lead to the Associate Degree.
3. To offer continuing education programs, a Masters in Business Administration, MBA, (some graduate work is available in conjunction with Villanova University) and other programs of interest to members of our local community.
4. To make available as many extra-curricular activities as are needed.

Finally, we believe education is important for intellectual development as well as professional and vocational development. We are committed to providing students with a worthwhile and beneficial college experience.

Robert V. Iosue

York College of Pennsylvania

Introduction to

York College of Pennsylvania

Two Hundred Years of Educational Heritage.

WELCOME

Welcome to York College of Pennsylvania. The years that lie ahead of you are exciting ones and we hope the information contained in these pages will help you make some important decisions.

York College of Pennsylvania is a small friendly college which specializes in blending the liberal arts with job skills. The 80-acre campus is located in historic and picturesque York, Pennsylvania, and is two hours from Philadelphia and Washington, D.C.; one hour from Baltimore and a morning's drive from New York City and Pittsburgh.

The College awards the bachelor of arts, bachelor of science, associate of arts, and associate of science degrees. (Check with individual departments at YCP for information on our master's degree programs in business administration, nursing, and human organization science with majors in criminal justice or social service administration.)

About 2,500 full-time day students are enrolled and about 1,500 people attend evening classes on a part-time basis. The campus is located just south of York's Continental Square where Congress met from September 1777 to June, 1778.

Low tuition, a wide range of programs, a good academic reputation, a high employment record for our graduates, a modern campus, and an outstanding internship program are just some of the points which attract students from twenty-seven states and fifteen foreign countries.



John Andrews (left), an Episcopal minister, started a classical school in the late 1770's, which evolved into the York Academy (right), a YCP ancestor which was incorporated in 1787.

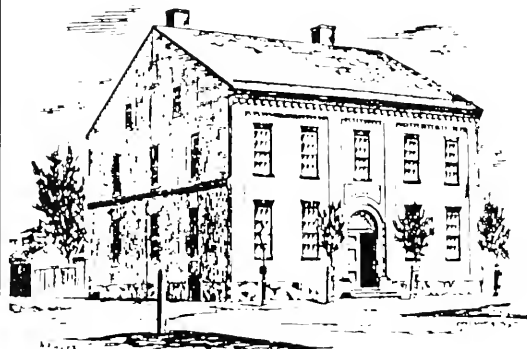
As you look around the YCP campus you might conclude that the College is a brand new institution. It's true that the oldest building on our 80-acre campus is only twenty-seven years old, but that's deceiving. The YCP heritage goes way back beyond 1961 when the school moved from Downtown York to its present site, a former golf course.

In fact, the history of the institution which is now York College of Pennsylvania goes back beyond the date "1968", when York Junior College became a four-year school; the date "1941", when the York Collegiate Institute established a junior college; the date "1929", when York Collegiate Institute and York Academy formed a Reciprocal Teaching Agreement; the date "1873", when Samuel Small founded the York Collegiate Institute, and even the date "1787", when the York Academy was incorporated with a local Episcopal Church.

Although historical records become clouded beyond 1787 when the York Academy was incorporated, college historians have learned that it was sometime between 1776 and 1779 that John Andrews, an Episcopal minister, opened a classical school in York. The site was North Beaver Street where the Academy was built a little later.

In 1799, the Academy was independently incorporated as "The York County Academy" and for many years was the only school of consequence in the County. It preceded the establishment of public schools in Pennsylvania by several years and trained many leaders in city, state and national affairs.

York Collegiate Institute was organized in 1873 through the efforts of Samuel and Isabelle Small when they assigned a square of ground and \$50,000 in bonds as security to "The English Presbyterian Church" of York. The Collegiate Institute gained considerable prestige and much success in bringing liberal education to the youth of the community.



Introduction to York College



The York Collegiate Institute was established in 1873 and in 1929 entered into a teaching agreement with the York Academy.

However, the growth of the public high schools changed the needs of the community and both the Academy and the Institute entered into an agreement in 1929 whereby they merged their resources, while retaining much of their identity.

The trustees of York Collegiate Institute voted to add a junior college program to the curriculum and first year courses were started in the fall of 1941 with an enrollment of 42 students. In 1947, the Institute decided to close the secondary school and concentrate their efforts on the Junior College. Even today, while the College is governed by a separate board of trustees, the Academy board still functions and performs valuable services.

York College was accredited by the Middle States Association of Colleges and Secondary Schools in 1959. Accreditation was renewed in 1969 and reaffirmed in 1972 with the right to award the Baccalaureate Degree.

The present Academy board officers are as follows: Mr. William H. Kain, Esq., president; Martin B. Ebbert, Esq., vice president; Mark Woodbury III, Esq., secretary; and Carol McFall, treasurer.

The Academy board membership is as follows: Daniel K. Beard, Austin E. Diehl, Martin B. Ebbert, Esq., Martin B. Ebbert, Jr., William S. Eisenhart, Jr., Esq., Dr. Robert V. Iosue, George Hay Kain III, Esq., William H. Kain, Esq., Edward K. Keen, Walter B. Loucks, Jr., Frank V. McConkey, Jr., Carol McFall, Ezra M. Miller, Thomas W. O'Connor, Jr., Landon C. Reisinger, James Rudisill, Dr. Luther B. Sowers, Charles H. Stallman, Mrs. J. Kenneth Stallman and Mark Woodbury III, Esq.

York was an exciting place to be in during the Academy's founding days. In September, 1777 the Continental Congress moved to York making the colonial town the Nation's Capital. Congress stayed for nine months and while here adopted the Nation's first Constitution, the Articles of Confederation.

Today York is known as a productive area with plentiful industrial, agricultural, recreational and cultural resources. York College of Pennsylvania has grown from that small school established in the 1770's to a thriving college which still aims to provide students with an outstanding education in a warm, personalized atmosphere.

LOCATION

York College of Pennsylvania's address is in its name—York, Pa. The campus is located on Country Club Road, approximately two miles south of Continental Square in a city of about 50,000. Surrounding townships and boroughs swell the metropolitan population to about 250,000 right in the center of the East Coast's largest population area.

FACILITIES

The campus is bordered by attractive homes, a neighborhood shopping center, York Hospital, and a park. Construction began on the present campus in 1959 and today there is a complex of eleven modern air-conditioned buildings including:

Schmidt Library: The Library collections include 115,000 books, 1,000 current periodical subscriptions, 30,000 United States and Pennsylvania government publications, and 9,000 audio visual items. There are plans to have an integrated automated library system installed. Reference, bibliographic instruction, interlibrary loan, and data base searching services are provided. Facilities include photocopying, typing, conference rooms, audio visual production, and study carrels for 400 individuals. The Library also houses the Special Collections and Rare Books Room, the Lincoln Gallery, and the Oral History Center.

Melvin H. Campbell Hall: The facility contains lecture halls, science laboratories, a language laboratory and modern audio-visual equipped classrooms for 1,500 students.

In 1983, a major renovation of existing chemistry laboratories, coupled with a one million dollar addition of classrooms and laboratories, today comprise York College's new, state-of-the-art Chemistry Wing.

Life-Sciences Building: Completed in 1974, the Life-Sciences Building contains nine laboratories, including an analysis laboratory for Police Science Majors, a 312-seat theater, the Academic Computer Center, special purpose rooms for Education Majors, faculty offices, and conference rooms.

Business Administration Center: Completed in 1989, the Center contains the main academic computer, micro-computer laboratories, class-rooms, faculty offices, and the Glatfelter Telecommunications Center.

York College of Pennsylvania

The Academic Computer Center: Equipped with a VAX 11/785 computer with 60 terminals, 65 MS-DOS IBM compatible microcomputers and 30 APPLE microcomputers. This equipment is made available exclusively for student and faculty use for a variety of programming, computational and word processing purposes.

Life-Sciences Annex: Completed in the summer of 1981, the Life-Sciences Annex contains a theater workshop area, an art studio, four classrooms, a seminar room, faculty offices and a faculty lounge. The ground floor houses a maintenance and storage area.

Gymnasium Complex: This three-level complex houses complete physical education and athletic facilities and the upper level Charles Wolf Gymnasium serves as an 1,800-seat auditorium for lectures, concerts, and meetings. An Olympic-size swimming pool and two complete gymnasium floors feature spectator seating. In addition to a weight training room and universal gym, music rehearsal rooms, a sculpture studio, the Public Relations and Publications offices are housed in this complex.

College Bookstore: The Bookstore, housed in the lower level of the Gymnasium complex, offers an excellent variety of products and all materials necessary for academic work; textbooks, paper, notebooks, etc. The Bookstore is staffed by student and staff personnel and is open daily to service York College students and employees.

Student Union: This facility contains the Johnson Dining Room which seats 600, Buechel Lounge, Alumni Hall, 1770s Room, the Snack Bar, which occasionally offers live entertainment, a kitchen equipped to prepare meals for 1,000 students at one time, lounge areas, a snack bar, T.V. room, video arcade, conference rooms and offices for: Counseling & Career Services, Student Senate, Security, WVYC FM 88 Radio Station, Intramurals, senior class officers, student newspaper, yearbook, veterans, Chaplains, student organizations, and the Health Center.

Ray A. Miller Administration Building: Located along Country Club Road, this modern office building houses all of the operating divisions of the College, including Admissions, Academic and Student Affairs, Computer Center, Development and Alumni Activities, and Business Affairs. This building contains the Cora Miller Art Gallery used for the College's art exhibit program.

Maintenance Building: This building serves as a storage area for maintenance supplies and equipment and provides necessary workshops to keep the College facilities and equipment in first-class condition.

COLLEGE HOUSING

The facilities listed below accommodate York College's resident students. A wide range of options is offered both on and near the campus proper to meet the needs and interests of students in each class. Our residential facilities were designed to reflect a greater independence as students progress through their years at the College. Resident Directors and Assistants staff each facility to supervise activity, develop programs, handle administrative requirements and assure each student achieves the desired and appropriate personal, educational and developmental benefit from College residence.

TRADITIONAL HOUSING

Traditional Residence Halls

The traditional residence halls on the campus are single sex and co-ed facilities with long, dormitory-style hallways. Each traditional hall houses between 120 and 190 people with 30-60 students living on each floor. Students residing in traditional facilities with the exception of Hospital South are required to participate in the College meal plan.

Penn Hall: This residence for women houses approximately 130 students in mainly double-occupancy rooms. It offers a lovely lounge and recreation area, Director's Office, adequate reading, study and conference facilities and a laundry and kitchenette for student use.

Beard Hall: Similar in design and adjacent to Penn Hall, this co-ed residence houses approximately 120 students mainly in double-occupancy rooms. While it does offer an expansive lounge and recreation area, a Director's Office and laundry facilities, Beard Hall provides a somewhat more intimate atmosphere than may be found in the larger, traditional halls.

Manor North: This traditional men's residence houses approximately 190 students mainly in double-occupancy rooms. It features a spacious reading and study area, a recreation room, a Director's Office and laundry facilities.

Manor South: A Director's Office, lounge and recreation area provide an exciting community focus in this traditional co-ed residence. Over 120 students live in South's attractive rooms.

Hospital South: Housing at this York Hospital residence, adjacent to the campus, blends the college and medical environments for students. YCP students are housed in spacious and well-appointed double rooms.

Introduction to York College

NON-TRADITIONAL HOUSING Apartment-Style Residence Halls

These newest additions to our campus residence facilities are intended largely for sophomores and the more mature freshmen. Completed in 1981 and 1982, these five buildings feature lovely suites of double and triple occupancy bedrooms arranged around a hand-somely furnished living room. This concept combines the benefits of on-campus living with the more personal and independent environment uniquely suited to the academic interests of the more mature student. The meal plan is required.

Willow/Laurel/Evergreen Halls: Sometimes referred to as "the mini-dorms", these buildings house 40 students each in 4 separate suites of 10 students. Each suite features 2 double and 2 triple rooms, a central living room, bath, washer and dryer, and either a balcony or patio. Operated as part of the Penn Complex, mail pickup, desk services and recreational facilities are all available in Penn Hall.

Manor East and West: As part of Manor Complex these apartment-style facilities house 16 students per suite. Double-occupancy rooms surround a large, nicely furnished living room. Each suite has its own bath and laundry facilities and the added luxury of a balcony.

Small Group/Interest Houses

The College supports the legitimate social and educational goals of clubs, independent and Greek organizations on campus. Five College-owned homes on the western edge of campus accommodate these largely upperclass groups. The College meal plan is not required.

College Apartments

Apartment living under the sponsorship of the College and the guidance of College staff is considered by many parents and students alike to be ideal for upperclassmen who will soon be living as independent adults. The added responsibilities required as a part of assignment to our College apartments provide an important transition for real world roles of life after college. The College meal plan and linen service are not required.

Country Club Manor Apartments: This College-owned apartment complex, located one-half mile west of campus, houses 260 students in mainly three and four person fully-furnished apartments. These townhouse apartments feature a fully-equipped kitchen, dining room, adequate storage and comfortable, homey furniture. The atmosphere of independence and privacy, the beauty of the grounds and the proximity to the campus proper combine to make Country Club especially desirable.

Tyler Run Apartments: This is a new campus apartment complex housing 192 students. Each apartment houses six students in two bedrooms, two bathrooms (in most apts.), a living room, and kitchen. The apartments are located on the north side of campus and this facility is most desirable to upperclass men and women.

Facilities for the Handicapped

For information on York College's facilities to accommodate the handicapped, individuals should contact the Assistant to the President, to obtain a copy of the publication for handicapped students.

NON-COLLEGE HOUSING

Independent (non College-affiliated) rooms, apartments and houses are of interest to many students. A listing of available possibilities is maintained in the Residence Life Office from inquiries made by private homeowners and landlords wishing to rent to college students. Although all agreements and contracts are made between the parties involved, the Residence Life Staff is available for consultation regarding non-college housing.





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York College of Pennsylvania

STUDENT LIFE

Student Affairs

The Student Affairs Division is responsible for student activities, health services, residence life, student orientation, food service, counseling, career services, intercollegiate and intramural sports. The division is directed by the Dean of Student Affairs, whose office, with others of the student personnel staff, is on the second floor, east wing of the Administration Building.

Counseling and Career Services: Individual career guidance is available to assist with choosing a major, academic concerns, resume preparation, job interviews and career planning. Personal counseling is available to assist in dealing with stress, relationships, college related concerns, etc. Personal and Career Development Workshops and seminars are scheduled each semester; video-taped mock job interviews offer students valuable feedback in seeing themselves as a prospective employer would see them.

An up-to-date Career Library functions as a resource center with the following services: SIGI-Plus computer-assisted career exploration system, job vacancy notices for full-time, part-time and summer employment, PANORAMA (bi-monthly publication listing full-time employment openings), and JOBLINE (846-JOBS) telephone system offering current message of full-time employment opportunities.

Credential files are maintained for all students and alumni registered with the center. On-campus preliminary recruitment interviews are scheduled with seniors. Festival of Careers is an annual event with over 75 exhibitors who discuss with students career options and employment opportunities. The center is open Monday through Friday 8:30 a.m.-5 p.m., and is located on the upper level of the Student Union.

Writing Center: As a service to all full-time and part-time students, regardless of their class standing or writing proficiency, York College provides a Writing Center. During the Fall and Spring semesters, students may sign up for half-hour private consultations on a particular assignment or problem, and receive help from an experienced tutorial staff. Faculty from all disciplines who are dissatisfied with a submitted writing assignment may refer a student to the Center for help, or students may go to the Center without being referred and receive assistance before they submit an assignment.

Spring Orientation: Orientation offers the student an opportunity to consult with faculty, pre-schedule classes, meet other students, and be introduced to YCP personnel, services, and facilities. All new students including transfers are requested to attend.



Student Life

Student Life

Exploriation: Exploriation is a comprehensive freshmen and transfer orientation program designed to guide new students to personal and academic success. Beyond an introduction to campus life, the Exploriation program pays attention to the necessary personal adjustments made in this time of transition. Each student will participate in many activities ranging from academic sessions to social events. The program guarantees, not only to be a learning experience, but a very enjoyable way to begin college. Exploriation is held in early September, prior to the start of classes.

Peer Advisor Program: A Peer Advisor is a trained upperclassman who assists a small group of new students during the first year at York College. The Peer Advisors hold meetings and activities regularly throughout the first semester to help orient freshmen and transfers to college life. This program is proven to be helpful in making the transition easier and more enjoyable.

HEALTH SERVICES

The College is concerned about the health of its students. The Health Center is located on the lower level of the Student Union and is open weekdays from 8:30 a.m. to 4:30 p.m. The College physician is in the Health Center from 11:00 a.m. to 12:00 Noon on weekdays. It is highly recommended that students wishing to see the physician call the Health Center to make arrangements.

Health services are rendered without charge, however, students are responsible for prescriptions, X-rays, laboratory studies, and consultations.

Students not otherwise covered by health and accident insurance are required to apply for coverage under a policy available to all York College students. These premiums are for a twelve month contract, September 1 to August 31. Specific information regarding coverage will be sent to all students by mail prior to the opening of the Fall semester. Students who carry insurance through the College must file a claim form within twenty days following the accident or illness during the academic semesters and other times in the Student Affairs Office.

Resident students are to report all illnesses and accidents occurring after hours to the Resident Director or designated alternate. A student confined in the residence hall more than forty-eight hours is expected to make arrangements to be taken home or admitted to the hospital for further treatment.

Records: A record of a student's academic progress is maintained by the College Recorder. Faculty advisors,

counselors, and Department Chairs utilize the Records Office when assisting students.

Students may consult the Records Office on matters relating to their academic progress and when requesting transcripts. The College maintains centralized records and they are confidential. Transcripts are not sent unless the student has met all financial obligations at York College, and has presented written consent to the Recorder. Except for the first transcript, students are charged \$2.00 for each request.

Residence Facilities: A student wishing to reside on campus or in College-owned or operated apartments must submit a Housing Application/Contract Card and a \$200 deposit to the Business Office. Space is assigned and housing is guaranteed according to a "first-come, first-served" procedure based on the date your deposit is received. An early response may, therefore, assure the student of College housing.

Automobiles: Motor vehicles are permitted on campus for all students and must be registered with the College Operations Office. During registration, resident students may purchase an annual \$10 bumper sticker which entitles them to a parking space only in Lot B adjacent to Penn Hall. Students living off campus may obtain a commuter sticker at no charge which allows for parking in any area not designated for faculty, staff and visitors.

Lockers: Students can apply for the use of lockers in Campbell Hall by contacting the Business Office. A \$5 fee is charged at the time the locker key and receipt are issued. Students receive a 100% refund when the locker key and validated receipt stub are presented to the Business Office.

Student Grievance Procedure: The student grievance procedure for non-academic matters may be initiated by the student with the administrator involved. It may then be appealed to the administrator's supervisor and, if appropriate, to the Dean of Student Affairs. In cases where administrative action has affected the status of a student (suspension, probation or removal from campus residence), the appeal must be in writing and must be submitted within forty-eight hours of the formal notification of disciplinary action.

The student grievance procedure for academic matters is similar to the non-academic grievance procedure. It begins with the faculty member involved and may then be appealed to the department chair, and, if appropriate, to the Dean of Academic Affairs.

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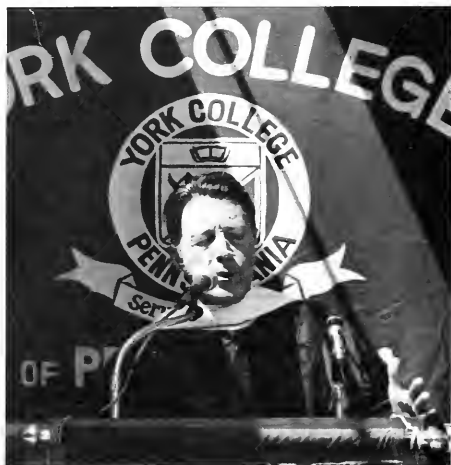
SPECIAL EVENTS at YCP!

Throughout the academic year the York College of Pennsylvania Student Senate hosts several contemporary performers in concert. In addition, other cultural entertainment on campus includes an outstanding array of prestigious musical artists and renowned speakers. Among the performers and guest speakers who have appeared on the YCP stage are: James Taylor, Cheap Trick, Debbie Gibson, David Brenner, Wynton Marsalis, Chuck Mangione, Herbie Hancock, Alex Haley, Jack Anderson, former President Gerald R. Ford, William F. Buckley, Jr., Willie Tyler & Lester, Rich Hall, Mickey Mantle, F. Lee Bailey, Hall and Oates, Huey Lewis and the News, the Hooters, and Doc Severinsen.

Students also have the opportunity to take advantage of numerous lectures, films, art exhibitions and dramatic productions on the York College campus.

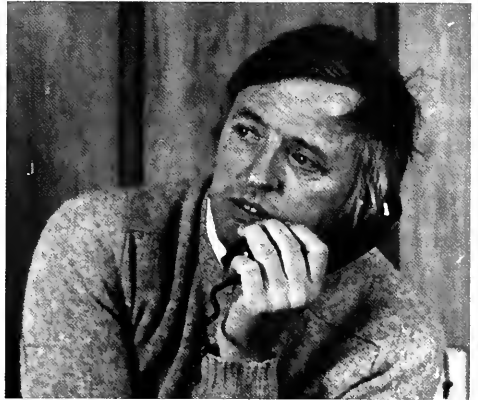


Top, left to right: Comedian Rich Hall,
The Boys Choir of Harlem
Bottom, left to right: F. Lee Bailey,
Secretary of Defense Caspar Weinberger



Student Life

Left, top to bottom: Wynton Marsalis,
Dr. Ruth Westheimer
Right top to bottom: Debbie Gibson,
William F. Buckley, Jr., Doc Severinsen



York College of Pennsylvania

CAMPUS ACTIVITIES

A vital aspect of student life involves participation according to one's interests in campus activities, including academic, social, and special interest organizations; Student Government, and the variety of social, educational, recreational events which take place on campus. A diversified program of events is planned by a group of students known as the Campus Activities Board, along with the Director of Student Activities. Each semester is filled with a wide range of activities such as comedians, musical performers, game shows, concerts, films, bus trips, lectures, hypnotists, and many other special events. Celebrities recently appearing at York College include Debbie Gibson, Dennis Miller, Dr. Ruth Westheimer, John Cafferty, The Hooters, Huey Lewis and the News, Livingston Taylor, The Force MD's, Herbie Hancock and Rich Hall.

The Student Union serves as the hearth-stone of the campus where, in an informal atmosphere, all the members of the campus community gather to interact socially and intellectually outside the classroom. It serves as a laboratory of citizenship, training students in social responsibility and for leadership in our democracy. It provides a cultural, social, and recreational program aiming to make free time activity a cooperative factor with study in education. In all processes it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects.

The Student Union facility contains lounges, study areas, meeting rooms, snack bar and dining hall, a recreation room, student organization offices, intramurals, Campus Security, Peer Advisor and Chaplain's Offices, the Student Senate, Student Activities, Counseling and Career Services, and the College radio station WVYC. The building is available for use by all members of the College Community, seven days per week, when the College is in session.

CULTURAL ACTIVITIES: Well-known as an active cultural center, the York College campus activities include concerts, special lectures, film showings, theatre productions and art exhibits.

THE CONCERT SERIES is open to the public and all programs are offered free to YCP students and faculty. Programs are offered during the academic year. Symphonies, nationally-known singers and dramatic presentations are included in this popular series.

CANDLELIGHT CONCERTS are held in Buechel Lounge and feature both local and special guest artists in recital. York College students are frequently among the performers. No admission is charged for the concerts.

ART EXHIBITS may be viewed in the Cora B. Miller Art Gallery continuously during the academic year. Local and special guest artists are represented and the community also highly regards faculty and student exhibits. The gallery is open daily from 9:00 a.m. to 4:30 p.m. and students are welcome to attend the public reception held for each artist on the Sunday afternoon before the exhibit opens.

Academic Departments frequently schedule special programs of general appeal. The Department offerings have ranged from nationally-known poets to state governors and other officials from industry and government.

STUDENT MUSICAL GROUPS offer several programs each year. Performing groups include concert band, stage band, guitar ensemble, percussion ensemble, concert choir, and madrigal singers among others.

ATHLETICS: York College's sports program is designed to supplement academic experiences by providing opportunities for all students to either participate or witness intercollegiate or intramural competition. The program is consciously geared to student interests and needs. Care is exercised to avoid detracting from students' academic pursuits but rather to enhance overall achievement by supplying outlets for healthy physical and emotional expression.

OPEN GYMNASIUM HOURS: The pool, gym and weight training facilities are available at no cost to students for free play at specified hours.

INTRAMURAL SPORTS: YCP has one of the best intramural sports programs around! The wide variety of intramurals allows every student to engage in some organized sport without the pressure of intercollegiate competition.

Men participate in touch football, volleyball, basketball, softball, track and field, wrestling, swimming, tennis, badminton, ping pong, weight-lifting, and pool.

Women participate in volleyball, basketball, softball, tennis, badminton, ping pong, and swimming.

Coed competition is held in tennis, table tennis, and volleyball.

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INTERCOLLEGIATE SPORTS: Programs are provided for students physically and psychologically equipped to compete in highly organized efforts against representatives from other colleges.

Intercollegiate sports for men include baseball, basketball, golf, soccer, swimming, track and field, wrestling, and tennis.

Women's intercollegiate program includes basketball, hockey, tennis, volleyball, softball, and swimming.

CHEERLEADING is a student activity closely related and supportive of the intercollegiate teams. The squad is comprised of ten (academically eligible) students. Squad vacancies are filled through open-competition at the beginning of each college year.

Organizations

Over fifty student organizations provide the opportunity to become involved in various special interest groups.

Student Government: STUDENT SENATE: The Student Senate, as a representative body provides means for: 1) responsible and effective student participation in the organization and control of student affairs, 2) taking action in the best interest of the student body and college community, 3) providing an official voice through which student opinion may be expressed, 4) fostering awareness of the student's position in the campus, local, state, national, and international communities.

Officers and student senators are elected by the students. Students are chosen by the Student Senate to participate on Faculty Senate committees. Members of the Student Senate invite any interested students to participate in any of its functions. The Senate meets weekly with two faculty and two administrative advisors and those meetings are open to any member of the student body.

Special Interest

Accounting Club

The goals of the Accounting Club are: 1) to unify the accounting majors at YCP, 2) to broaden the understanding of accounting theory and practice, and 3) to provide a social network of peers and business persons. To accomplish these goals the club has bimonthly meetings, operates an accounting tutoring service, and engages in social activities. The club works closely with the National Association of Accountants which, among other benefits, provides employment services to its student members. All YCP students are welcome.

A.I.B.S.—American Institute of Biological Sciences
The purpose of this organization is to provide biology

and allied health students with an opportunity to learn biological and social mechanisms, and to provide those students with an avenue to disperse biological knowledge to the community. A.I.B.S. stimulates camaraderie among students with similar interests. Contact the Department of Biological Sciences for information.

Black Student Union

The B.S.U. is a service group organized to provide unity and leadership to students who are interested in stimulating and educating other students and the community on topics concerning black people. The organization is open to all students.

Catholic Campus Ministry (Newman Club)

Catholic Campus Ministry is a national religious organization which fosters and promotes the welfare of all college students, faculty, and administrators. Catholic students come together to pray, to socialize, and to celebrate the gift of life and its talents by serving others. This ministry provides a means to seek community, build relationships, and find direction as a link between the past and the future.

Chess Club

Membership is open to all students and staff who want to engage primarily in recreational matches and tournament play. The Club meets regularly as announced in the Daily Bulletin.

Circle K

Circle K International is the world's largest collegiate service organization. It is composed of students who wish to become actively involved in community concerns via service projects and activities. Members also participate in social events, learn leadership skills, work with business and community professionals, and form long-lasting friendships while striving toward common goals.

College Republican Club

The College Republican Club is an organization which helps to make known and promote the principles of the Republican Party among the students of YCP. We aid in the elections of Republican candidates at all levels of the government and strive to develop political skills and leadership abilities among YCP students as a preparation for future service to the Republican party, and to the community as a whole. Regardless of political affiliation, all are welcome to join.

Concert Choir

An organization for those students who enjoy singing classical as well as popular music. Each semester the choir performs for one major concert as well as several

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others throughout the community. It is open to all students and may be taken for credit.

Concert and Stage Band, Symphony Orchestra

Organizations for those students who enjoy singing or playing classical as well as popular music. Each semester there is one major concert as well as several others throughout the community. It is open to all students and may be taken for credit.

Corps of Cadets

This is an organization formed by Reserve Officers Training Corps members on campus to promote the military as a profession. This organization is open to all male and female students interested in military science and its practical aspects on a college campus.

Data Processing Management Association

D.P.M.A. is a national organization which is based in the business community. Overall the majority of members are people working in the computer field, with an active percentage being students. The purpose of the York College chapter of D.P.M.A. is to bridge the gap between the theoretical training of college and the computerized world of business. This is accomplished through demonstrations, tours, guest speakers, and through monthly dinner meetings where students can socialize with people in the computer field.

Forensics

This organization is designed for students who are interested in improving their speaking and presentation skills. As a member of this organization, students can be active in intercollegiate tournament competitions, the YCP Speakers Bureau and the Pi Kappa Delta National Forensics Fraternity. Course credits for this organization can be earned through the Speech Practicum.

German Club

This organization aims to stimulate an appreciation of the German language, culture, and people, through activities and programs that further student interest. It is open to all students interested in German culture.

Hillel

This national organization offers spiritual guidance and other activities for members of the Jewish faith. The YCP chapter was formed by interested students, faculty, administrators, and members of the local community to facilitate the special needs of Jewish students at York College.

History, Intercultural, and Political Science Club

Intellectual and social interests are satisfied through the use of seminars, forums, discussions, visiting lecturers, and field trips. The club is interested in helping students explore and develop an interest in all phases of history

and contemporary world problems. The organization is open to all York College students.

International Students Club

This organization promotes a positive atmosphere for international students to socialize and investigate the values of all foreign cultures as well as American society. The club shares with all American students a wide range of personal, social, and political experiences. Membership is open to all students with an interest in foreign cultures.

Inter-Varsity Christian Fellowship

A Christian organization with a three-fold purpose: 1) to lead others to personal faith in Christ as Lord and Savior, 2) to help Christians grow toward maturity as disciples of Christ through study of the Bible, prayer, and Christian fellowship, and 3) to present the call of God to York College, helping students and faculty discover God's role for them. All meetings are open to anyone regardless of religious background or church affiliation.

Madrigal Singers

A group of singers dedicated to performing music from the Renaissance and Baroque Eras. Costumes of the period are provided and worn for major concerts. The Madrigal Singers perform for the Winter and Spring Concerts, the Pennsylvania Renaissance Faire and for local organizations. The course is open to all students and may be taken for credit.

Marketing Club

The Marketing Club is a social and informative organization open to any student interested in getting ahead in the business world. The Club is designed to serve as a medium of exchange of knowledge in the field of marketing through the use of programs, guest speakers and field trips.

Nontraditional Students Association

The Nontraditional Students Association is an organization open to any student at York College especially those students returning to the academic environment. Our primary goal is to provide help in the transition to college life both academically and socially with emphasis on gaining familiarity with college offerings.

Recreation Society

The Recreation Society is an organization established to encourage participation in career-oriented programs and promote professionalism among recreation majors. The Society provides opportunities for professional development and educational enrichment through membership in and close association with the Pennsylvania Recreation and Parks Society. In addition, the

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Society strives to develop an awareness of opportunities available in the recreation field.

Ski and Outdoor Club

The YCP Ski and Outdoor Club is organized to provide an opportunity for skiers from beginner to expert and anyone interested in outdoor recreation to meet and enjoy their sport. Special events are planned at local and regional resorts; many where discount rates are offered.

Society for the Advancement of Management

S.A.M. seeks to provide a bridge between the theoretical training of the College and the practical world of business by bringing together business executives and management majors. The club serves as a medium of exchange for information in management and industry, and provides students with an opportunity to participate in planning and directing organizational activities.

Student Education Association

S.E.A., in affiliation with the Student Pennsylvania State Education Association, seeks to develop an appreciation of the teaching profession. Opportunities to develop an understanding of the teaching profession, leadership training, and to stimulate attitudes and growth toward the orientation of the organized teaching profession are offered.

Student Nurses Association

Membership in this pre-professional organization is open to any student pursuing the nursing degree. It is a constituent of the National Student Nurses Association and the Student Nurses Association of Pennsylvania. S.N.A.Y.C.P. endeavors to promote nurse professionalism through its many health-promoting activities, awareness of health related issues, and interaction with the Nursing program.

Table Tennis Club

This club is open to all students interested in playing table tennis at the level of recreational play and U.S.T.T.A. sanctioned meets.

Tae Kwon Do

TKD is Korea's national sport and one of the most popular forms of self defense in America. Through the sport, students are given the opportunity to develop and challenge their mental/physical abilities, i.e. meditation, improved flexibility, strength, coordination, and tournament competition. The art form is taught by instructor with more than thirty years of combined experience in TKD. The club meets twice weekly in the wrestling room. Promotions are awarded once a semester.

Theatre Company

This is a student organization whose purpose is to promote an appreciation of good drama and to offer

students an opportunity to take part in theatrical productions. Major productions are offered each semester plus occasional television productions and oral readings. The Company is open to all students.

SPECIAL COLLEGE COMMITTEES

Athletic Board: The Intercollegiate Athletic Board serves as an advisory body to the administration and also as a liaison between the groups represented therein. The Board is comprised of ten members representing the students, faculty, trustees, alumni and athletic department. The Board meets twice each semester to discuss issues and concerns related to York College's athletic program.

Council on Religious Activities: This council has been established to provide support and input to the campus chaplains ministering to the YCP community and serves as a means of communication among the different religious groups on campus. It plans and coordinates programs for inter-faith activities on campus and provides informational materials on religious resources. The council is composed of the respective campus chaplains and representatives of the YCP administration, faculty, and student body.

York College Forum: The Forum functions as a sounding board for general concerns and issues relating to the College community. Membership is comprised of five representatives from each of the following constituencies: faculty, administration, board of trustees, and students. Representatives are appointed by the presidents of the various groups involved. Meetings are held once each semester.

GREEK LIFE

Inter Fraternal/Panhellenic Council

The I.F.C. is a representative body established to provide guidance and leadership to all social Greek Letter organizations at York College. The I.F.C., along with the Student Senate, has legislative powers over Greek Letter organizations and, as such, has the power to approve or disapprove newly-formed Greek organizations for provisional status.

The I.F.C. and the Student Senate support the premise of the Greek organizations at York College and are proponents of the following STATEMENT OF PHILOSOPHY:

Greek organizations at York College are an integral part of the institution's total educational program. As such, they are partners with the College in a mutually-supportive educational endeavor. Greek organizations and York College sustain their relationship with a mutual pledge to

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promote the following goals: 1) fellowship, 2) academic achievement, 3) fiscal viability of the chapter, 4) leadership development, 5) group responsibility, 6) commitment to and participation in campus government, 7) service to campus and community, and 8) mature group conduct. Each fraternity and sorority will receive the support of the Student Senate, I.F.C., and College Administration provided it continues to fulfill these responsibilities.

Pledging

Students seeking membership in York College's fraternities and sororities will be eligible to pledge a greek letter organization after completing one semester and maintaining an average of 2.0. The York College Policy for Greek Pledging Activities describes the established guidelines and standards that groups must meet in the coordination of their respective fraternity and sorority program. The policy description is made available to all Greek leadership and organization members. Copies may be obtained in the Student Activities Office of the Student Union.

Hazing

Hazing is prohibited and will result in administrative disciplinary action. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state, or local statute or College policy, for the purpose of initiation or membership into, or affiliation with, or membership in any organizations recognized by, or affiliated with York College of Pennsylvania. For specific information, consult with the offices of Student Activities and Student Affairs. Each organization is responsible for informing members (pledges, associate members, affiliates or guests) of the hazing policy. Violations of the hazing policy at York College will result in disciplinary action and/or legal action. Student(s) and/or organizations will be held responsible for group activity in the event this policy is violated. Violators can be given sanctions of probation up to and including suspension from the College.

Greek Judicial Board

This board has been established to insure and foster the concept of self-discipline within the Greek community. It will hear any/all violations that occur within the Greek system at York College; this may involve the College Code of Conduct, residence hall regulations, policies of the Greek Council, pledging policies, and hazing laws. Complaints or charges should be filed with the I.F.C. Office or the Office of Student Affairs. Disciplinary sanctions (given by the board) shall range

from an official warning to revocation of the organization's charter.

Alpha Sigma Alpha (National Sorority)

Founded in 1901, Alpha Sigma Alpha is York College's oldest National Sorority. The Delta Omicron Chapter was installed on April 8, 1978. The purpose of ASA is to provide services for the community as well as the York College campus. Our major philanthropic project is working with the Special Olympics. Alpha Sigma Alpha promotes unity and friendships that last a lifetime. Rushes are held twice per year; all interested females are invited to attend.

Chi Gamma Iota (Veterans Fraternity)

This Greek organization is open to all student, both male and female. While the primary goal of the fraternity is to help VETERANS adjust to college life, it also gives traditional and non-traditional students the chance to belong to a fraternity and participate in all Greek activities including football, softball, basketball, wrestling, Greek Week and many others without requiring members to undergo a lengthy pledge process. The brothers and sisters of Chi Gamma Iota invite you to check out YCP's FIRST fraternity. Our office is located in the lower level of the Student Union.

Delta Phi Epsilon (National Colony)

Phi Sigma Chi, a local sorority on campus that had been in existence for ten years, was recently inducted as a colony of the national sorority Delta Phi Epsilon. Delta Phi Epsilon was formed in 1917 at a New York law school, and now holds over sixty active chapters throughout the U.S. and Canada. The purpose behind the Alpha Lambda Chapter of Delta Phi Epsilon is to provide community and campus services, and to develop a lifetime bond between its members. On the national level, the sorority faithfully supports the national Cystic Fibrosis Research and the National Association of Anorexia Nervosa.

Kappa Psi Epsilon (Local Fraternity)

Kappa Psi Epsilon is an active social and service fraternity open to male students at York College. Kappa Psi Epsilon takes pride in its social events, athletics, individuality and competitive spirit. With new ideas and activities, along with improving the old, this fraternity leads, not follows.

Kappa Sigma Rho (Local Fraternity)

This organization's main goal is to form a body of students which will serve York College and the community through group activities. In addition, Kappa Sigma Rho fraternity takes great pride in their brotherhood, unity and athletic competitiveness. This organization encourages all interested male students to

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see any brother so they can find out why being in Kappa Sigma Rho means being an individual, as well as a brother.

Nu Lambda Tau (Local Provision)

One of the newest sororities on campus, Nu Lambda Tau (formerly TKE Little Sisters) promotes trust and unity, along with sisterhood, throughout its organization. These are also the goals of this prestigious sorority. The group performs many campus and community services throughout the year. Sisterhood is open to any eligible female. Though local, future plans for the organization include becoming a national sorority.

Omega Chi (Local Provisional)

The Omega Chi sorority is a women's organization that promotes friendship, sisterhood, and unity. We are active in campus activities and we work together to better the college Greek life and the surrounding community. See any Omega Chi sister and share the enthusiasm!

Omega Theta Chi (Local Fraternity)

Omega Theta Chi is a men's social and service organization. Membership is open to all full-time students at York College. This fraternity is designed to promote activities not only at the College, but also throughout the community. See any fraternity member for information and membership. "We can help you to help others."

Phi Kappa Epsilon (Local Provision)

Phi Kappa Epsilon is an active sorority which participates in many college and community services. Membership is open to any full-time female student with a 2.0 cumulative average.

Phi Sigma Sigma (National Colony)

Phi Sigma Sigma is a national sorority, previously a local sorority, Alpha Theta Chi. It is a social and service organization for the women of York College designed to promote activities for the College and community. Our national/philanthropic organization is the National Kidney Foundation. Our on-campus sorority house is located at 471 Country Club Road and houses 13 women. Phi Sigma Sigma's motto, "Aim High", states our goals as a sorority.

Sigma Delta Chi (Local Fraternity)

Sigma Delta Chi is a men's organization founded by an elite group of individuals in 1981. Besides actively participating in intramurals and social events, we have made our presence known within the York community with church clean-ups and various contributions to neighboring charities. Delta also feels proud about the strong sense of brotherhood that has been established over the years. Delta has 30 plus members with strong hopes of growing in the future.

Sigma Delta Rho (Local Sorority)

This sorority is an independent social and service organization for women who are students of York College. The sorority is designed to promote sisterhood and to provide services to the College, the community and to the sisters themselves. As an active member of the I.F.C., they strongly support and encourage Greek unity within the College.

Sigma Delta Sigma (Local Sorority)

Sigma Delta Sigma is a women's social and service organization dedicated to promoting activities both on campus and throughout the community. Membership is open to any full-time York College female with emphasis placed on sisterhood as well as academics.

Sigma Phi Epsilon (National Fraternity)

Sigma Phi Epsilon is a national men's social and service organization designed to initiate and promote programs and activities which may be of mutual interest to its members, York College, and the community. Membership is open to full-time male students who meet academic standards established by the College.

Sigma Pi (International Colony)

Sigma Pi is an international fraternity open to all males in good academic standing. Sigma Pi offers a different outlook on fraternal life. Their goals are to establish brotherhood, maintain an aristocracy of learning and to develop character.

Tau Kappa Epsilon (International Fraternity)

Tau Kappa Epsilon is the oldest International fraternity at York College. TKE, at York College, was founded in 1977 and was one of the first fraternities established. The goal of TKE is to help develop York College students both academically and socially. This is accomplished through Love, Charity, and Esteem, the three basic principles of TKE. TKE was honored by the College last spring by winning the "Honor Scoop" Award, which is given to the Greek organization which promotes the most outstanding community and campus service. Membership is open to full-time male students who meet the academic requirements set forth by the College.

Zeta Beta Tau (International Fraternity)

Zeta Beta Tau, or ZBT as they are commonly referred to, is an international fraternity founded in 1898. This organization opens its membership up to all undergraduate full-time male students of high academic and social standards. This group of men work with the school and community to create a positive frenzy of excitement. They legitimize their existence through active service and social committees. Academic and all-around collegiality are stressed.

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Zeta Delta Phi (Local Sorority)

Zeta Delta Phi is a social organization designed for women. An important characteristic of this sorority is the individualism each member possesses, plus unity and friendships formed through being a sister. The purpose of this organization is to provide services for the campus and community, and to provide social activities for members. The sorority house is located on 412 Colonial Avenue. Membership is open to any female student with at least a 2.0 cumulative average enrolled at York College.

HONORARY

Alpha Chi

A coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those achieving such distinction. A general honor society as contrasted with a specialized one, it admits to membership all academic disciplines rather than a single area of study. Annually the Pennsylvania Delta Chapter at York College admits to active membership those juniors and seniors of good character who rank respectively in the upper 5% and 10% of their classes.

Alpha Phi Sigma

A Criminal Justice Honor Society dedicated to professionalization in the field of the Administration of Justice and to the recognition and promotion of high scholarship among students in that field. Membership is limited to Police Science and Corrections majors who have completed three semesters of course work, including at least ten hours in Police Science and Corrections; who have a 2.5 cumulative grade point average, with a 3.0 grade point average in Police Science; and who are in the upper 35% of their class.

Pi Kappa Delta

Membership in the National Forensic Honorary is open to all students who participate in intercollegiate competition. There are five degrees of membership culminating in Highest Distinction for three years of participation in forensics and outstanding grades. The charter at York College was installed on May 12, 1977. Talk to anyone who has participated in forensics to discover the benefits of participation.

Senior Honor Society

The Senior Honor Society was formed in the Fall of 1971 and is sanctioned by both the Student Senate and the Academic Senate. Membership is limited to no more than 5% of the Senior class. Recipients of the honor must have at least a 2.8 cumulative average and have demonstrated continuing leadership and involvement in extracurricular and community activities.

Alumni Association

The purpose of the Association is to promote the interests and welfare of York College by organizing the alumni and informing them of the progress and needs of their alma mater. Additionally, the Alumni Association endeavors to keep alive the spirit of each class through various activities and publications.

All graduates of York College of Pennsylvania, York Junior College, York Collegiate Institute, and York County Academy are considered to be members of the Association and are entitled to all of the rights and benefits of membership.

Members are urged to take an active part in their Association. Any alumnus may run for election to the Board of Directors of the Alumni Association, although election to the Board is not required for at-large service on most committees of the Alumni Association. The meetings of the Alumni Board are open, and any alumnus may attend and participate in the discussions.

Publications

The York Scene—a quarterly newsmagazine dealing with College activities and projects as they involve faculty, students, members of the community and alumni.

Daily Bulletin—a single sheet publication dealing with the activities of the College, both faculty and students, on a daily basis. The publication is available at key locations around the campus daily.

Student Handbook—An annual publication by the Student Senate and the College Administration. It contains campus information, regulations for student conduct while on campus, the administration of department matters, and the constitution of the student government organization. Students are urged to become familiar with this publication and its contents.

Residence Student Handbook—an annually updated brochure describing policies, regulations, facilities, and services relevant to on-campus living. This publication is distributed to all resident students upon check in.

Horizon Yearbook—*Horizon*, the College's yearbook, is produced by a volunteer student staff with offices located on the lower level of the Student Center. The *Horizon* is a chronicle in pictures and words of the events and emotions of the school year. This publication offers the opportunity to develop and practice responsible writing, business management, and photographic and artistic skills. All students are invited to join the *Horizon* staff and make a contribution to capturing York College history. No experience is necessary.

E.S.P. (Essays, Stories, and Poems)—a literary magazine published in order to advance students along

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the ladder of literacy. This group gives students a chance to express their creative ideas and to read and share with other students the most valuable of their personal and public insights and artistic endeavors.

The Spartan Newspaper—the weekly campus newspaper has its offices located in the lower level of the Student Center. *The Spartan* was established as a source of information, a student forum, and as an opportunity to provide students with experience in responsible journalism and business management. Any student with an interest in news writing, production, advertising sales and design, proofreading, layout, photography and darkroom work, art, and word processing are encouraged to join the staff of *The Spartan*. Students who are not regular members of the staff are also encouraged to contribute.

Evening News—a single sheet, monthly publication, communicating College activities, news and information to the part-time Evening students. Copies are distributed in each classroom.

Summer Sun—a single sheet, monthly publication, communicating information, news and College activities to the Summer students. Copies are distributed in each classroom.

WVYC-Radio—WVYC FM88 and AM640, located on the upper level of the Student Union, is a 10 watt noncommercial educational station operated by a student manager and staff. The station operates seven days a week, serving as an information and entertainment medium for the College and the York community. It also functions as a training facility for any interested York College students.

Awards

Various academic awards are presented annually at the Recognition Dinner in the spring of the year. These awards include the following:

WILLIAM H. TRIMMER-YORK KIWANIS CLUB: for excellence in accounting.

MRS. ELEANOR A. GOHN: for the woman graduate for greatest proficiency in business.

RUSSEL GOHN: for the male graduate for greatest proficiency in business.

PENNSYLVANIA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SENIOR AWARD: to the outstanding student in accounting.

BOB HOFFMAN WRITING: for outstanding work in poetry, short fiction and short non-fiction.

TREVETHAN MEMORIAL SCHOLARSHIP: to the English major with at least 75 hours at York College with highest cumulative average in English courses.

MANUFACTURERS' ASSOCIATION OF YORK: for excellence in the sciences.

TELEDYNE-McKAY: for outstanding proficiency in mathematics.

CHEMICAL RUBBER COMPANY FRESHMAN ACHIEVEMENT: to the outstanding freshman chemistry student.

ROTARY CLUB OF YORK: to the student who has best demonstrated "Service Above Self."

YORK CHAPTER RESERVE OFFICERS' ASSOCIATION: for outstanding ROTC achievement.

MR. & MRS. JOHN SEMMELMAN: to a graduating woman, at least 30 years of age, based on personal endeavor, academic achievement and service to York College.

H. LaMARR RICE FORENSICS: for outstanding student performance in Forensics.

JOANN RUTTER HARTMAN READING ACHIEVEMENT: to an elementary education upper-classman for outstanding dedication to reading education.

WILLIAM H. SWARTZ MEMORIAL: to a veteran of the Armed Forces and a contributor to campus and community life.

SYLVIA NEWCOMBE: for outstanding contributions to the recreation program.

THE YORK WATER COMPANY: to the sophomore Biology major with highest average in Biology courses.

SALES MARKETING EXECUTIVES, YORK CHAPTER: to the outstanding marketing senior.

EVELYN PETAY LYON: to the nursing major graduating with the highest academic average.

WILLIAM C. LANGSTON, M.D.: to a senior for highest achievement in nursing of child-bearing family.

YORK COLLEGE ALUMNI ASSOCIATION: to students who earn Summa Cum Laude honors.

JAMES L. MORRISON MEMORIAL: for academic achievement in American History courses.

BRANDER WYATT MORRISON MEMORIAL: for excellence in music.

COLONEL EARL L. BROWN MEMORIAL: for excellence in military science courses and leadership.

PENNSYLVANIA RECREATION & PARK SOCIETY: the outstanding student award from the Society's annual conference.

BIOLOGY SEMINAR: given to the student who presents the best original research paper as determined by the members of the faculty.

JEFFREY L. ZEIGLER MEMORIAL: to a member of the AIBS who has shown dedication to and worked toward the betterment of the student chapter.

DONALD F. HESS: for excellence in and commitment to Production and Inventory Management.

SANDERSON AWARD: to a sophomore nursing major who has demonstrated excellence in his/her work.

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HARRY B. FIELDS/SCORE: to a senior exhibiting entrepreneurial aptitude and superior performance in small business studies.

NELIE PHILLIPS BROWN MEMORIAL: for excellence in English Literature.

MARY E. YAGLE: to the graduating senior adjudged to have had the greatest amount of integrity during student nursing career.

THE PAM ABEL SCHOLARSHIP AWARD: to the junior student adjudged to have shown the greatest courage and perseverance in overcoming personal obstacles in the pursuit of the nursing degree.

Student activity awards include the following:

HONOR SCOOP: The Honor Scoop is awarded annually to the organization that has contributed the most service to York College and the community during the academic year. Selection is made by a committee of administrators, faculty, and students.

STUDENT SENATE SERVICE AWARDS: The Student Senate presents these service awards to a group of upperclassmen for outstanding service to the College and community through participation in extracurricular activities. The Student Senate Service Awards Committee selects the award recipients.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES: This national Who's Who program annually honors outstanding campus leaders for their scholastic and community achievements. College juniors and seniors are eligible for nomination, and final selections are made by a committee of faculty and students.

DANIEL J. KLINEDINST, JR: Presented to the male athlete who displayed sportsmanship, athletic ability, and obtained a creditable scholastic record.

GEORGIA HEATHCOTE STALLMAN: to the outstanding graduating woman athlete.

DONALD SUERETH MEMORIAL: Presented to the student selected as greatest contributor to the welfare of the College.

YORK DAILY RECORD FIGHTING HEART: best typifies a Fighting Heart as an athlete and student, sponsored by the local daily morning newspaper.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT: to outstanding student of the local chapter.

HORIZON: to outstanding contributor to the production of the Yearbook.

SPARTAN: to outstanding contributor to the publication of the Newspaper.

WVYC: to outstanding contributor to the operation of the College Radio Station.

STUDENT SENATE OUTSTANDING FRESHMAN: Presented to a freshman senator for

outstanding service to the College and community during the academic year.

RENE S. GALLAGHER MEMORIAL: Presented to the Peer Advisor who, through his/her work with the Freshman class, has exhibited the highest degree of unselfish concern for the welfare of fellow students.

EMILY ALLEN KAIN GOLDEN RULE SCHOLARSHIP AWARD: shall be awarded to the junior class female student who best exemplifies the "Golden Rule" through her service to the College and the York Communities.

WILLIAM H. KAIN GOOD CITIZENSHIP SCHOLARSHIP AWARD: shall be awarded to the junior class male student who best exemplifies "Good Citizenship" in his acts and deeds within the College and the York Communities.



Admissions and Finances

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Koppers Company Loans / Sertoma Club of York Loan Fund / Stafford Loan Fund /	
Bank Plan / Academic Management Services / Higher Education Services, Inc. / The Tuition Plan, Inc.	

York College of Pennsylvania

ADMISSIONS POLICY

It is the policy of York College of Pennsylvania to grant admission to applicants without regard to sex, race, creed, color, or national origin. Any applicant who fulfills the basic admission requirements is given every possible consideration within the limits of our housing and classroom facilities.

The Committee on Admissions of York College endeavors to admit those students whose records indicate that they possess the qualities needed to achieve satisfactorily on the college level. We are seeking the student who sincerely wants to go to college, who is mature enough to understand the responsibilities and who will work hard to live up to them.

Applicants for admission should be graduated from an approved secondary school or have earned a state equivalency diploma. Applicants should present records of academic achievement and ability to do college work along with letters of recommendation that will attest to their character and personal outlook.

When and How to Apply

Applicants for admission should submit an application to the Director of Admissions early in their senior year. This form must be completed in its entirety and according to the printed instructions. The application fee of \$15.00 must accompany the application. This fee is non-refundable.

Academic Preparation

As a general rule, the applicant's high school program should include the following units: three in English; three in social studies; three in math; two-three in laboratory science; two in languages. The applicant should have a grade point average of 2.50 or higher.



Admissions Procedures

Students seeking admission to York College should follow these recommended procedures:

1. Submit an application.
2. Submit a transcript of high school grades.
3. A recommendation sent from the high school counselor indicating that the applicant is apparently capable of doing college level work. (This recommendation may appear on the transcript which is sent to the College, or sent as a separate letter.)
4. Take the Scholastic Aptitude Test of the College Entrance Examination Board by January of the senior year. Information about the examination may be obtained from the high school counselor's office or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.
5. A personal interview with the admissions director may be required for clarification. Interviews need to be scheduled in advance when they are requested or required. (All applicants are encouraged to visit the campus at their convenience to see the facilities available. Weekdays are preferable.)
6. A health history and report of a physical examination must be submitted prior to registration. Forms are supplied by the College.
7. Acceptances will be deferred for one academic year for those applicants who did not register for the semester for which they have been accepted.

Admissions and Finances

Acceptance

EARLY ADMISSION PLAN — In an effort to provide an opportunity for well-qualified high school students to accelerate their studies, York College offers a program under which carefully selected students may be admitted to the college upon completion of the junior year of high school.

Students enrolled in this program are admitted as freshmen and, upon successful completion of the freshman year, are granted a high school diploma by their high school, as well as the college credits earned.

Applicants must have the approval of their parents, high school principal and be recommended by their guidance counselor, in addition to having combined SAT scores of 900, and a 3.00 cumulative high school grade point average.

NOTIFICATION — Committee action occurs and applicants are notified as soon as all credentials have been received and evaluated. All acceptances are granted conditional to the College being notified by the secondary school of satisfactory completion of high school.

CANDIDATE'S REPLY DATE — Applicants accepted prior to February 1 are asked to signify their intention to accept admission by March 1. Those offered admission after February 1 should signify intent to accept admission within 30 days of the date of the letter granting admission.

ACCEPTANCE DEPOSIT — A deposit of \$200.00 is required of all freshmen or transfer applicants requiring housing; a deposit of \$100.00 is required of applicants who will be commuting. The deposit is required by March 1 for those offered admission prior to February 1 and within 30 days thereafter. This deposit reserves a place in the entering class and enables the College to plan faculty assignments, class scheduling, and book requirements. The deposit is applied to the student's total charges for the Fall Semester. For those students who plan to enter the College for the Spring Semester, similar deposits are required within 30 days of being offered admission. Deposits for the Fall Semester are refundable if written notification to the Admissions Office is postmarked by April 15.

HOUSING — There are three general housing classifications for York College students:

1. The **Resident Student** lives in any of the College-owned or affiliated facilities. A Housing Application/Contract card and detailed housing information are forwarded with each acceptance letter. Housing is reserved as the Application/Contract card and appropriate deposit are received.
2. The **Commuter** is a local resident of the York County area who continues to live at home while attending the College.

3. The **Resident Commuter** is a student who lives away from home in independent (non College-affiliated) housing. Independent housing listings are available through the Residence Life Office.

Admission of International Students

York College welcomes applications from foreign students. In addition to fulfilling the requirements stated under Admissions procedures, foreign students must submit satisfactory scores from the Test of English as a Foreign Language (applicants whose native language is English are excepted) administered by the Educational Testing Service, P.O. Box 592, Princeton, New Jersey 08540, U.S.A. A statement must be submitted which is certified by a U.S. Embassy or bank that sufficient funds exist and will be released from the country to cover all educational and living expenses while attending York College. This information is required prior to issuance of an I-20 AB Form by the Foreign Student Advisor. International students must apply for admission at least three months prior to the semester in which they wish to enroll.

Admission of Part-Time Students

A student who wishes to take a few courses at York College of Pennsylvania is encouraged to do so. Many individuals who are employed full-time either day or evening, take advantage of this opportunity to become involved in a college curriculum. For those people who wish to attend Saturday or evening classes, complete registration may be carried out in the Director of Special Programs' Office. Enrollment of part-time day students is handled directly through the Scheduling Office. A non-refundable deposit of \$16.00 is required for each semester or summer session.

Courses for High School Students

Capable high school juniors and seniors are encouraged to take some college (credit) courses during their last two years in high school. The experience exposes them to a college environment while still retaining important high school social interactions.

Admission of Transfer Students

Transfer students from regionally accredited two- and four-year institutions are welcomed. Preference will be given to those students with a grade point average of 2.5 or higher. A maximum of seventy-five semester hours will be accepted in transfer from two-year colleges.

Students who are transferring from other institutions offering college level work must:

1. Submit an application form and the \$15.00 application fee. This fee is non-refundable.

York College of Pennsylvania

2. Furnish a transcript of college work previously taken. An official transcript of all previous work is required whether a student has earned transfer credit or not, or whether a student wants transfer credit or not. Credit may be given for transfer courses in which the applicant has earned "C" or higher.
3. Must complete at least 30 credit hours at York College for completion of any degree program.
4. Students in academic difficulty at another institution who desire admission to York College as full-time students are not eligible to apply until one semester has passed and they have taken at least six credits of coursework at York College or any other accredited institution, and have earned at least a "C" in each course taken.

Students who have earned an Associate of Arts, Associate of Science, or other equivalent two-year degree shall be accepted as candidates for a Bachelor of Arts or Bachelor of Science Degree, subject to the following qualifications:

1. The Associate Degree shall have been awarded by a regionally accredited institution.
2. All students holding degrees from other institutions shall have transcripts evaluated by the Admissions Committee.
3. Although full credit is given for the earned degree, a student may be required to take certain additional courses not previously completed satisfactorily which are prerequisite for his chosen curriculum.
4. Graduation with honors will be based on the cumulative grade point average earned including transfer credits.
5. Transfer students are eligible for financial aid at the time of admission.

Prior to admission to the first clinical nursing care course, all records of transfer students must be reviewed by the Scholastic Standards Committee of the Department of Nursing. The earliest review date for Fall admission is June 15th. Refer to admissions criteria for Department of Nursing.

Direct Transfer

In order to expedite the admission of students transferring from the two-year colleges, York College has entered into direct transfer agreements with some two year institutions. Consult with the transfer counselor at your college to learn if an agreement exists there.

Admission of Veterans

Students training under one of the Public Laws should apply at their local Veterans Administration Office for educational benefits prior to their registration in College. They should bring with them, if possible, for registration purposes the original or supplemental letter of eligibility. Veterans may qualify for advanced standing; they should check their service schooling with the Director of Admissions.

Matriculation

Matriculation is the process whereby a student applies to the College in a degree program and is admitted as a student in that curriculum. Students retain their matriculation as long as they enroll in at least one course in every fall and spring semester. A student is permitted to miss one (1) semester without losing matriculation status; however, when a student misses a second consecutive semester he loses matriculation status and must then obtain and file a readmission application with the Admissions Office and be formally readmitted to the College. At that time, his degree requirements will be determined by the curriculum published in the College catalog then in force, not the catalog of his prior matriculation. All part time students must matriculate when 24 credit hours of coursework have been completed. A minimum 2.0 grade point average is required for matriculation. There are many benefits to matriculation, perhaps the most important of which is the assignment of a faculty advisor from the student's curriculum. It is important to realize that all students must have matriculated not later than the semester prior to the one in which they plan to graduate. Those students who wish to matriculate may do so by securing an admissions application from the Admissions Office, completing the application and returning it to that office.

Late Registration

Applicants who have been admitted to the College, but for reasons beyond their control cannot register during the regularly scheduled registration period, may enroll late during the first week of the fall semester and during the first week of the spring semester. Anyone who cannot register on time is requested to notify the Scheduling Office. A late fee of \$10.00 will be charged to part-time students and \$15.00 to full-time students.

Admissions and Finances

Deferred Registration

An applicant may have his admission deferred for one year if he notifies the Admissions Office of his request for deferred registration. The tuition deposit will be applied to the semester of matriculation.

EXPENSES

Tuition and fees are payable prior to the beginning of each semester. No student may enter class until payment or arrangements for payment have been made. No reduction in tuition or fees is made for late registration.

If students do not meet their financial obligations prior to the end of the academic semester they will not be permitted in classes nor will they be permitted to take the final examination. Naturally, grades or transcripts will not be released until all financial obligations have been met.

The College reserves the right to change fees and charges without notice.

Billing and Payment Due Dates (1989-90)

Fall Semester:	Resident & Commuter Students
Billing Date	June 22, 1989
Payment Due Date	July 28, 1989
Spring Semester:	
Billing Date	November 3, 1989
Payment Due Date	December 8, 1989

A \$25 LATE PAYMENT FEE APPLIES AFTER DUE DATE

Tuition

Per Semester

Full-time students* (12-18 credits per semester and laboratories, 1989-90) \$1,880
Beyond 18 credit hours, per credit hour \$ 112
Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.

Part-time students (less than a total of 12 credits per semester) per credit hour \$ 112

Auditors
Per credit hour \$ 25
(In addition to the above, auditors are charged a Registration Fee of \$6.00 and a General Fee of \$10.00 which includes parking privileges.) Auditing will not be permitted in laboratory or non-credit courses.

*There will be an additional tuition charge of \$190 per semester for Sophomore, Junior and Senior students majoring in Nursing and all students majoring in Respiratory Therapy.



York College of Pennsylvania

Fees

Application Fee (new students only) \$15.

Valid only if the student registers during the academic year for which he has been accepted.

General Fee — 12 credits or more (per semester) \$36.

Entitles student to campus parking for commuters, College Health Service, free admission to all home athletic contest and concerts and lectures, and use of the Student Union.

General Fee — 11 credits or less (per semester) \$10.

Entitles part-time student to campus parking for commuters, free admission to all home athletic contests, concerts and lectures, library services, scheduled advising services, and the use of the Student Union.

Registration Fee — All Students (per semester) \$6.

Special Fees

Late registration fee Part-Time Student — \$10.
Full-Time — \$15.

Make-up examination \$5.

Change of program (per change) \$5.

Student Senate Fee (per semester) \$30.

This fee is assessed by the Student Senate and collected by the College for the Student Senate.

Educational Measurements and Tests Course Fee \$10.

Applied Music (piano, organ, instrumental, vocal) (per semester)

½ hour per week \$150.

Two ½-hour periods or one 1-hour period per week \$285.

Once a student makes arrangements for lessons, the student is obligated to pay for the entire semester charges.

Student Teaching Fee for Education majors \$75.

Degree Fee (required of all students as follows) \$30.

For students matriculated in the baccalaureate program, this fee is due and payable immediately following the semester during which the student accumulates 105 credits toward graduation. For part-time students, it is due and payable following the semester during which 114 credits have been accumulated.

For students matriculated in associate degree programs, this fee is due and payable immediately following the semester during which the student accumulates 45 credits toward graduation either from York College or as a transfer student from another institution. For part-time students, it is due and payable immediately following the semester during which the student accumulates 54 credits toward graduation.

Chemistry Laboratory Breakage Fee: \$20.

All students enrolled in chemistry courses will be required to purchase a Laboratory Breakage Card from the Business Office at the start of each semester. Students will be responsible for payment for lost or carelessly broken equipment. Any unused portion of the card may be refunded at the end of the semester.

Laboratory Fees (part-time students only): \$15.

A laboratory fee is charged for certain courses for part-time students only. A listing of these courses will be available at the beginning of each semester.

Nursing and Respiratory Therapy Courses (prefixed by letter N or RT)

per credit hour \$15.

Credit by Examination (per course) \$50.

Late Payment Fee for Semester Billing

full-time students \$25.

part-time students \$15.

Delinquent Check Charge \$15.

This fee is charged against the account of any person who gives the college a check, which, when presented for collection, is not honored by the bank on which it is drawn.



Admissions and Finances



TYPICAL TUITION AND FEE COSTS AT YORK COLLEGE FOR ONE SEMESTER

1989-90

	Cost Per Semester For Resident Student*	Cost Per Semester For Commuter Student*
Tuition	\$1880.	\$1880.
General Fee	36.	36.
Registration Fee	6.	6.
Student Senate Fee	30.	30.
Room Rent	631.	\$1952.
Board	<u>668.</u>	
	\$3251.	

*In addition to these charges, a student will have book and supply expenses, and, in certain instances, special fees. There is also an additional charge of \$190 per semester for students majoring in Nursing after the freshman year.

Residence Fees

	Per Semester 1989-90
Room Rent*	**\$631.-\$693.
Board	\$668.

Students residing in the traditional and new apartment-style halls on campus proper are required to participate in the board and linen arrangements made by the College.

*There are a few single rooms available for an additional fee of \$100.00 per year.

**Depending upon location.

REFUND POLICY

The refund policy for credit courses is as follows:

Full-Time

During the regular Fall or Spring semester, if a stu-

dent withdraws from all courses, the following tuition refund will be made:

- Withdrawal during the first or second week of the session—80 percent.
- Withdrawal during the third week of the session—60 percent.
- Withdrawal during the fourth week of the session—40 percent.
- Withdrawal during the fifth week of the session—20 percent.
- Withdrawal during the sixth or succeeding week of the session—0 percent.
- Withdrawal without officially notifying the Records Office—0 percent.
- Suspension—0 percent.

Part-Time

Since Part-time students pay for courses on a per-credit basis, a refund is based on the number of credits dropped according to the following schedule:

- Withdrawal during the first or second week of the session—80 percent.
- Withdrawal during the third week of the session—60 percent.
- Withdrawal during the fourth week of the session—40 percent.
- Withdrawal during the fifth week of the session—20 percent.
- Withdrawal during the sixth or succeeding week of the session—0 percent.
- Suspension—0 percent.

No refund of any fees will be made. These would include general, registration, laboratory, application, laundry, and other special fees.

If a full-time resident student withdraws from all courses, there is no refund of the room fee, but the unused portion of the meal ticket will be refunded.

In applying the withdrawal schedule above, the first week of the session begins on the Monday of the week in which college classes begin. This week may include some registration days and/or Labor Day. For reference see the official calendar at the end of this catalog.

Failure to attend class, merely giving notice to instructors, or telephoning, will not be considered as an official withdrawal and will result in receiving a failing grade for the course. A Change of Student Record Form must be obtained at and returned to the Records Office (Day Students), Special Program Office or Campbell Hall Office (Evening Students).

The refund policy for Summer credit courses is as follows:

York College of Pennsylvania

Summer

Refunds for Summer students who are taking courses in the Mini-Mester, Summer I or Summer II Sessions will be based on the number of credits dropped:

- Withdrawal during the first day of classes—80 percent.
- Withdrawal during the second day of classes—60 percent.
- Withdrawal during the third day of classes—40 percent.
- Withdrawal during the fourth day of classes—20 percent.
- Withdrawal after the fourth day or without officially notifying the Records Office—0 percent.

In applying the refund schedule, the first day of classes begins on the Monday of the week in which College classes begin. This week may include some registration days and/or Labor Day.

Deposit Refunds

Applicants for the fall semester admitted prior to February 1st are encouraged to pay the registration deposit by March 1st, while those admitted following March 1st should plan to pay within thirty days of acceptance. Although the deposit is not refundable, the amount is credited toward the first semester's tuition. Deposits for the Fall Semester are refundable if written notification to the Admissions Office is postmarked by May 1.

... for Returning Students

Returning Students are required to make a \$100.00 deposit, if a commuter, or \$200.00 deposit, if a resident. The deposit for Returning Students will be refunded under the following conditions:

- (a) If a student is academically suspended from the College;
- (b) If a student is refused final admission;
- (c) All full-time students attending the Fall Semester are requested to make the required deposit before scheduling classes. This deposit signifies their intention to return to York College in the Spring Semester of the academic year. In order to obtain a refund of his deposit, a student must file a written request for refund of his deposit with the Business Office on or before December 20. If a full-time student withdraws, or is socially suspended, after December 20 and prior to Spring Registration, no refund of his deposit will be made.
- (d) All full-time students attending the Spring Semester are requested to make a similar deposit before scheduling classes. This deposit signifies

their intention to return to York College in the Fall Semester of the next academic year. In order to obtain a refund of this deposit, a student must file a written request for refund with the Business Office on or before June 15. If a full-time student withdraws, or is socially suspended, after June 15 and prior to Fall Registration, no refund of his deposit will be made.

STUDENT MEDICAL INSURANCE

Full-time students may secure, on a voluntary basis, a twelve-month insurance policy covering hospitalization and medical expenses as an in-patient. This covers both sickness and accident on a 24-hour per day basis.

Brochures describing the benefits and costs are available and will be mailed to incoming students.

FINANCING YOUR EDUCATION

Financial Policy

There are numerous sources upon which students may draw to finance their education. Some funds are administered by the College and others accrue to the students by virtue of Federal Government support of higher education in the form of loans, scholarships and grants-in-aid. Every effort is being made by the College to keep tuition and fees at a low level since this is in itself a form of scholarship aid to all entering students.

York College is a member of the College Scholarship Service of the College Board. Non-Pennsylvania resident aid applicants may supply a Financial Aid Form submitted through the College Scholarship Service or they may file the Pennsylvania State Grant application (PHEAA/Federal Student Aid Application). All returning students are encouraged to file the PHEAA/Federal Application.

Inquiries should be directed to:

Financial Aid Officer
York College of Pennsylvania
Country Club Road
York, Pennsylvania 17405

Qualification for Aid

Through its general funds, scholastic endowments, annual gifts, and loan funds, the College is able to offer aid on the basis of real financial need.

To qualify for consideration, an applicant must:

Be enrolled or accepted for enrollment as a full-time student.

Returning students must maintain a GPA of 2.0 to qualify for College administered funds.

Meet any stated requirements of an individual fund.

Admissions and Finances

File a completed institutional application for financial aid.

File a Financial Aid or PHEAA/Federal Form.

File a Federal Pell Grant Application.

File for a Pennsylvania Higher Education Assistance Grant (Pa. residents only).

Application deadline (to have all information to Financial Aid Office) is April 15. Applicants are encouraged to file all forms prior to March 15.

Satisfactory Academic Progress Policy

The Higher Education Act of 1965 as amended by Congress in 1980 mandates institutions of higher education to establish standards of "satisfactory progress" for students receiving financial assistance from Federal Funds. As of January 1, 1983, the College makes these standards applicable to the Pell Grants, Supplementary Educational Opportunity Grants, National Direct Student Loans, College Work Study Program, Nursing Student Loans, Guaranteed Student Loans and "PLUS" Loans. Institutional funds require a minimum grade point average of 2.0 unless the guidelines of the scholarship or fund stipulates a higher G.P.A.

Undergraduate students enrolled for twelve (12) credits are considered to be full-time. Six (6) to eight (8) credits are considered half-time. Nine (9) to eleven (11) credits are considered to be three-quarter time.

It is expected that a full-time student will reasonably complete a baccalaureate degree program within five (5) years or an associate degree program within two and one-half (2½) years. Financial aid will normally terminate at that time unless extenuating circumstances occur such as illness or a death in the family which might cause a student to take a longer time to complete his studies. The Financial Aid Office will evaluate such extenuating circumstances to determine if aid should be extended.

A student's total academic record will be used to determine that satisfactory progress has been made. (A transfer student enrolled for the first time is assumed to be making satisfactory progress regardless of his/her prior post secondary experience.) A full-time student who receives financial aid must average twelve (12) credit hours passed for each semester. Typically, a student who attends both the fall and spring semesters and who does not attend summer school, must pass twenty-four (24) new credit hours those two semesters. A student who does not complete the 24 credit hours has the following options:

1. Enroll for the necessary number of hours during the summer sessions (without financial aid). Successful completion would re-establish aid eligibility for the following fall semester.

2. Not attend the summer sessions and for the fall semester (without financial aid) enroll as a full-time student or take the necessary credits to re-establish eligibility for the spring semester.

A student who is on academic probation shall be considered to have made progress if he/she has passed the required credit hours as stipulated above.

Part-time undergraduate students will be evaluated for aid eligibility at the end of the semester in which the 24th credit hour was attempted. Graduate students will be expected to pass all course work. They will be evaluated for progress at the end of each semester.

If a student feels he has not been fairly judged or has extenuating circumstances, the student will request the Director of Financial Aid to review his circumstances. In the event the student is not satisfied with the review decision, he may appeal to the Dean of Administrative Services.

GRANTS

Pell Grants (Formerly Basic Opportunity Grants)

A Federal program which provides grants of up to \$2300 to students showing a financial need. Application is made directly to the government.

Pennsylvania Higher Education Grant Program

York College of Pennsylvania is a participating institution in the Pennsylvania Higher Education Grant Program. All students applying for institutional financial aid must apply for these funds if they are a Pennsylvania resident. Each year application deadlines are announced by the Agency. Award amounts are limited to 80% of the cost of tuition, but may not exceed \$2000 per year. Students are eligible for up to 8 semesters of grant eligibility (in a four-year program). Students must maintain academic progress (progression from one academic level to the next academic level each year). Students should contact their high school Guidance Office, the Financial Aid Office at the school they are, or will be, attending, or PHEAA, Towne House, Harrisburg, Pa. 17102 for further information.

Supplemental Educational Opportunity Grants

York College of Pennsylvania awards Supplemental Educational Opportunity Grants to a limited number of students with exceptional financial need who require these grants to attend college. This program was authorized by the Higher Education Act of 1965 and began its first year of operation in the fall of 1966.

York College of Pennsylvania

The amount of financial assistance a student may receive depends on his need.

College Work-Study Program

This program was established by the Economic Opportunity Act of 1964 and was transferred to the United States Office of Education by the Higher Education Act of 1965.

Under the Work-Study Program, full-time students are assigned responsibilities for the full academic year. Students may be employed up to 10 hours per week.

Work-Study has been of particular interest to many students and has become one of the most attractive ways to help in the payment of college expenses. If the assignment to a Work-Study Program should not sufficiently meet the financial needs of a student to attend York College, a "package of aid" (consisting of a combination of work, loan or scholarship) may be awarded in order not to place an undue hardship upon the student or his family.

ROTC Scholarships

An unspecified number of Army Reserve Officers Training Corps (ROTC) Scholarships of one-, two-, or three-year awards provide full tuition, academic fees, books/supplies and a \$100 per month tax-free stipend. Application through the Army ROTC office.

Institutional Scholarships

York College students benefit from well over one hundred institutional scholarships, most of which come from endowed funds. Established through gifts to York College from alumni, private individuals, corporations, organizations, and foundations, many of these scholarships can be awarded to students on a "no-need" basis as well as to those demonstrating financial need.

Some fund guidelines stipulate that preference be given to students who are majoring in a specific discipline, native to certain areas, dependents of employees of sponsoring companies, or other conditions. Most are available to new and returning matriculated full-time students, and can be renewed in subsequent years, contingent upon satisfactory academic progress.

In order to be considered for institutional scholarships, a student must submit a properly completed "York College Financial Aid Application" to the Financial Aid Office within established deadlines. Application forms and details about specific institutional scholarships and deadlines are available from the Financial Aid Office.

Scholarship funds from which York College students currently benefit include:

DEAN'S ACADEMIC SCHOLARSHIP. A scholar-

ship of \$1000 per year for entering freshmen who have graduated in the upper two fifths of their high school class and have a combined SAT score of 1000 or better. For those graduating from a high school which does not rank students, the Admissions Office will determine eligibility based on academic record.

A minimum grade point average of 3.5 is required to renew the \$1000 scholarship each year. An annual scholarship of \$500 will be awarded to those maintaining a grade point average of 3.2 to 3.49.

PRESIDENTIAL SCHOLARSHIP. A \$1500 per year competitive scholarship for entering freshmen. Awarded by each of the nine (9) departments of the College in place of the Dean's Academic Scholarship.

A minimum grade point average of 3.5 is required to renew the \$1500 scholarship each year. An annual scholarship of \$750 will be awarded to those maintaining a grade point average of 3.2 to 3.49.

VALEDICTORIAN SCHOLARSHIP. A three-quarters tuition scholarship for entering freshmen who were valedictorian of their high schools and have a combined SAT score of 1,000 or better.

A minimum grade point average of 3.5 is required to renew the three-quarters tuition scholarship each year. One-half of the three-quarters tuition scholarship will be awarded annually to those maintaining a grade point average of 3.2 to 3.49.

JOHN ANDREWS SCHOLARSHIP. For entering freshmen majoring in Education, English, History, Humanities, Foreign Languages, Music, Philosophy, or Speech. A competitive scholarship of \$1200 per year.

AAUW - AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

PAM ABEL SCHOLARSHIP AWARD

AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY SCHOLARSHIP AND AWARD

JOHN ANDREWS SCHOLARSHIP

W. BURG ANSTINE SCHOLARSHIP

THE JOHN L. AND MARY FRANCES ATKINS SCHOLARSHIP

J. E. BAKER COMPANY SCHOLARSHIP

JOHN E. BAKER II MEMORIAL SCHOLARSHIP
BANK OF HANOVER AND TRUST COMPANY SCHOLARSHIP

LOIS BELL SCHOLARSHIP

DR. JOHN W. AND EVELYN M. BEST SCHOLARSHIP

THE CAMPBELL CHAIN COMPANY SCHOLARSHIP

THE MR. AND MRS. HOWARD D. CAMPBELL SCHOLARSHIP

THE MARY D. CARLSON MEMORIAL SCHOLARSHIP

Admissions and Finances

EMPLOYEES OF CATERPILLAR, YORK,
SCHOLARSHIP
JOSEPH R. CHAMBERLAIN SCHOLARSHIP
J. FRANK COLE SCHOLARSHIP
COLEMAN SCHOLARSHIP
COLONY PAPERS, INC., SCHOLARSHIP
JOHN P. CONNELLY SCHOLARSHIP
ROBERT A. COTTINGHAM MEMORIAL
SCHOLARSHIP
DAUPHIN DEPOSIT BANK AND TRUST
COMPANY SCHOLARSHIP
DEVERS LIONS CLUB
WHTF TIM DRAYER SCHOLARSHIP
DROVERS AND MECHANICS BANK
SCHOLARSHIP
EAST YORK LIONS CLUB
STANLEY G. AND GLADYS S. EBERLY
MEMORIAL SCHOLARSHIP
THE LUCY P. EISENHART MEMORIAL
SCHOLARSHIP
CHARLES AND VERBIE EMIG MEMORIAL
SCHOLARSHIP
THE GEORGE D. EVERHART MEMORIAL
SCHOLARSHIP
CHARLES G. AND MAREA V. EYSTER
SCHOLARSHIP
FARMERS BANK AND TRUST COMPANY
SCHOLARSHIP
MR. AND MRS. JEAN E. FORINASH
SCHOLARSHIP
ALFRED GUY FREAS SCHOLARSHIP
HENRY D. AND MARY E. FREED SCHOLARSHIP
EARL J. FREY AND INEZ C. FREY
SCHOLARSHIP
NINA AND PHILIP FRIEDMAN MEMORIAL
HERBERT W. FURSE MEMORIAL SCHOLARSHIP
GTE SCHOLARSHIP
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ARTHUR J. GLATFELTER SCHOLARSHIP
CASSANDRA GLATFELTER MEMORIAL
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RUSSELL G. GOHN AND ELEANOR A. GOHN
TRUST
THE DORIS AND BERNARD GORDON
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GRAHAM ENGINEERING CORPORATION
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CLARENCE GREEN MEMORIAL SCHOLARSHIP
OF GREEN'S DAIRY, INC.
MICHAEL DAVID GROSS MEMORIAL
SCHOLARSHIP

ZACHARY GROSS MEMORIAL SCHOLARSHIP
THE JOHN F. & JULIA A. GROVE AND JOHN F.
& THERESA I. GROVE SCHOLARSHIP
PRESENTED BY YORK GRAPHICS
EMPLOYEES
HAMILTON BANK WORK SCHOLARSHIP
THE HARLOWE HARDINGE SCHOLARSHIP
THE CHARLES J. HELB MEMORIAL
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THE JOHN W. AND MARTHA S. HENNESSEY
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THE WILLIAM H. MILLER, JR. SCHOLARSHIP
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THE FRED B. AND L. E. F. MINNICH
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SCHOLARSHIP

York College of Pennsylvania

HERBERT M. REHMEYER MINORITY OPPORTUNITY SCHOLARSHIP
REINHARDT FOUNDATION
THE LOUIS D. AND JOAN F. ROOT SCHOLARSHIP
GEORGE B. RUDY, JR. SCHOLARSHIP
RUTTER'S DAIRY, INC., SCHOLARSHIP
ESTHER T. RUTTER SCHOLARSHIP
THOMAS W. SECKINGER MEMORIAL SCHOLARSHIP
J. EMORY SEITZ MEMORIAL SCHOLARSHIP
SERTOMA CLUB OF YORK STUDENT LOAN FUND
THE PAUL R. AND GRAYCE SHELLY SCHOLARSHIP
CHARLOTTE NEWTON SHEPPARD MEMORIAL SCHOLARSHIP
LAWRENCE B. SHEPPARD MEMORIAL SCHOLARSHIP
THE SHERIDAN PRESS SCHOLARSHIP
MARVIN E. AND RUTH D. SILBERGER MEMORIAL SCHOLARSHIP
THE ROBERT E. AND MARY S. SKOLD SCHOLARSHIP
SAMUEL SMALL SCHOLARSHIP
BEAUCHAMP E. SMITH MEMORIAL SCHOLARSHIP
THE REYNOLD B. SMITH MEMORIAL SCHOLARSHIP
THE VIRGINIA NOSS SMITH MEMORIAL SCHOLARSHIP
SPRINGGETTS MANOR LIONS CLUB
J. KENNETH STALLMAN MEMORIAL FUND
LOCAL 4470 STEELWORKERS UNION
THE NEIL P. STAUFFER AND RUTH M. STAUFFER SCHOLARSHIP
THE J. R. (DICK) STITELY MEMORIAL SCHOLARSHIP
THE SUSQUEHANNA-PFALTZGRAFF FOUNDATION SCHOLARSHIP
GASTON I. SWEITZER BOOK FUND
JOHN B. AND MILDRED L. TERPAK SCHOLARSHIP
MILLARD S. UNGER MEMORIAL SCHOLARSHIP
CHARLES AND MARIE VERGIN SCHOLARSHIP
WAGMAN METAL PRODUCTS, INC., SCHOLARSHIP
STEWART E. WARNER SCHOLARSHIP
ELDON S. AND NAOMI B. WEBB SCHOLARSHIP
JOHN E. WEIR MEMORIAL SCHOLARSHIP
ERNEST AND KATHERINE WEISS MEMORIAL SCHOLARSHIP

PURDON S. WHITELEY AND GEORGE H. WHITELEY, JR. SCHOLARSHIP
EARLE L. WOLF SCHOLARSHIP
THE MONICA WOODARD MEMORIAL SCHOLARSHIP
YORK BANK AND TRUST COMPANY SCHOLARSHIP
YORK COLLEGE ACADEMIC SENATE SCHOLARSHIP
YORK COLLEGE ALUMNI SCHOLARSHIPS
YORK COLLEGE DEAN'S SCHOLARSHIPS
YORK COLLEGE CLASS OF 1984 SCHOLARSHIP
YORK COLLEGE CLASS OF 1985 SCHOLARSHIP
YORK COLLEGE CLASS OF 1986 SCHOLARSHIP
YORK COLLEGE CLASS OF 1987 SCHOLARSHIP
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YORK COLLEGE CLASS OF 1989 SCHOLARSHIP
YORK COLLEGE HELEN MCNITT SCHOLARSHIP
YORK COLLEGE PART-TIME STUDENT SCHOLARSHIP
YORK COLLEGE PRESIDENTIAL DEPARTMENT SCHOLARSHIP
YORK COLLEGE FRED C. SMITH SCHOLARSHIP
YORK COLLEGE STUDENT SENATE SCHOLARSHIP
YORK COLLEGE VALEDICTORIAN SCHOLARSHIP
THE YORK CONTAINER CORPORATION SCHOLARSHIP
YORK COUNTY ACADEMY ENDOWMENT SCHOLARSHIP
YORK COUNTY AGRICULTURAL SOCIETY
YORK DAILY RECORD SCHOLARSHIP
YORK FEDERAL SAVINGS AND LOAN ASSOCIATION SCHOLARSHIP
YORK STEEL COMPANY SCHOLARSHIP
THE YORK WATER COMPANY SCHOLARSHIP

LOANS

Perkins Loan (Formerly National Direct Student Loan)

York College of Pennsylvania approves and collects these loans. This program provides loans of up to \$2500 during the first two years with a limit of a \$5000 aggregate for the pre-baccalaureate years. Repayment begins 9 months after the termination of the student's education. The interest rate is 5%. The loan may be deferred while the student is enrolled at least half-time in post-graduate study, or serving in the Peace Corps or as a Volunteer in Service to America (VISTA). There

Admissions and Finances



are cancellation privileges for teachers of the economically, mentally, physically, and emotionally handicapped, teachers in the Head Start Program, and for those who serve in the U.S. Armed Forces.

Nursing Loan

This loan is available to all full-time majors in the nursing program. The interest rate is 6%. Repayment begins 9 months after termination of the student's education.

Koppers Company Loans

Loans of up to \$500 per year, to an accumulated total of \$2,000. Repayment to begin 9 months after termination of studies at an interest rate of 3%. Open to persons matriculated to any undergraduate program.

Sertoma Club of York Loan Fund

Loans of \$500 per year with a maximum accumulation of \$2,000. Repayment begins 9 months after termination of the student's undergraduate education at an annual interest of 3%.

Stafford Loan (formerly Guaranteed Student Loan)

This loan is obtained from private lending institutions such as banks and credit unions and is administered in conjunction with the state and Federal governments. Loans up to \$2625 are available at 8% for four years. Repayment is not required until 6 months after termination of the student's education.

Bank Plan

Arrangements may be made with The York Bank and Trust Co., York, Pa., for an insured loan, which permits the payment of tuition and academic fees in three equal installments during the First Semester and in four equal installments during the Second Semester.

Further information and application for a bank loan may be secured from the Business Office.

DEFERRED PAYMENT PLANS

Information regarding the payment plans mentioned below will be mailed directly to students from the agencies listed or from YCP.

Tuition Plan

Arrangements have been made with THE TUITION PLAN, INC., Concord, New Hampshire, to finance student education under the budget plan whenever financing is needed. The Tuition Plan is a convenient way to pay tuition and other academic fees out of regular earnings on a monthly basis. This plan may be set up on a variety of payment schedules. Life insurance is furnished on plans in excess of one year and the parent or legal guardian must sign the agreement.

Academic Management Services (AMS)

A plan in which you can enroll at any time that enables parents and students to pay for school expenses on a monthly basis without interest or finance charges. Participation is on an annual basis at a cost of \$45 and includes Life Benefit Coverage. Only charges paid directly to the College may be budgeted under this Plan. Literature is mailed prior to May.

Higher Education Services, Inc. (HES)

An installment Payment Plan administered by Higher Education Services, Inc. (HES), Harrisburg, PA, enables parents and students to make regularly scheduled installment payments and allows them to budget college costs. Free Life Benefit Coverage is provided. All or a portion of tuition, room, board and fees are paid in ten (10) regularly scheduled payments without interest or carrying charges. The annual cost is \$45. Literature is mailed prior to May.



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GENERAL EDUCATION (CORE) REQUIREMENTS

York College of Pennsylvania has a core curriculum (general education) which is an integral part of all baccalaureate majors. The purpose of these general requirements can be stated in the following manner.

Through a well-defined introduction to the arts, humanities, and sciences, the general education curriculum should:

- develop students' abilities to communicate effectively
- develop students' abilities to think critically
- develop students' working knowledge of mathematical methods
- help students understand the relationships among and the historical perspectives of the various fields of knowledge
- foster creativity
- encourage life-long learning.

Students should emerge from this educational experience:

- aware of the roles of science and technology in their lives
- appreciating and enjoying the arts
- understanding their own and others' behavior, social environment, and cultural heritage
- conscious of the complexity involved in making ethical judgements
- able to make informed decisions
- valuing physical well-being
- sensitive to the role of the public sector and aware of their responsibilities and obligations as citizens.

Because students' perceptions and understanding mature during the educational process, general education courses should be taken at all years of the college experience.

GENERAL POLICIES

Attendance Policies

Most educators feel that attendance at all meetings of scheduled classes is a worthwhile activity. Class attendance policy at York College of Pennsylvania is at the discretion of the instructor. The class will be informed in writing within the syllabus whether attendance is used as a criterion in evaluating student performance. Naturally the student is responsible for all work of the course unless specifically exempted by the instructor. It is recognized that some absences may be necessary or unavoidable. The student should inform the instructor of the reason for the absence and make arrangements to make up any work which is missed. The responsibility of initiating action to make up work

missed in the classroom rests with the student.

Major/Minor—Declaration or Change

Students wishing to change their major should fill out a Change in Student Record form which is available in the Scheduling Office. An appropriate advisor will be assigned immediately by the Director of Academic Advising.

Should a student wish to major in a second area of concentration he may do so and this fact will be noted on the transcript. While only one baccalaureate degree may be received from York College of Pennsylvania, more than one major may be completed and designated on the transcript.

Declaration of a minor will be made on the application for the Baccalaureate degree. This information must be completed during the last semester on campus.

Repeated Courses

Any student who has taken a course at York College will be permitted to repeat this course. While both grades will appear on the student's permanent record, the quality points earned on the basis of the higher grade will be used in the computation of the cumulative grade point average.

Since grades and quality points are not transferred from other institutions, a course which is repeated at another institution will have no influence whatsoever on the cumulative grade point average earned at York College of Pennsylvania.

Awarding of a Second Degree

A student holding an Associate or Baccalaureate Degree from another accredited college may pursue courses at York College leading toward a second degree (either Associate or Baccalaureate) provided that the following conditions are met:

1. The candidate must meet the departmental requirements established for the major as published in the College Catalog. The Department Chair will review the student's academic record and indicate the additional courses that will be necessary to complete the degree requirements.
2. The candidate must complete a minimum of the last thirty semester credit hours of the major at York College.

Courses Taken at Other Institution

Students desiring to pursue summer work or additional work at another institution must secure written permission from the Dean of Academic Affairs prior to beginning the work in order to have the credits transferred back to York College.

The grade earned must be a "C" or better for

Academic Policies

transfer. Credit hours for courses taken at other institutions may be transferred but grades and quality points do not transfer and the credits earned will be added to the "other credits" in determining the number of credits completed. Students are reminded that they must complete the last 30 credit hours of their program at York College to be eligible for a degree.

Since grades and quality points are not transferred they would not have any impact on a person's grade point average. Because of this, courses should not be repeated at another institution.

Physical Education Exemption Policy

Physical education credits are an integral part of the requirements for obtaining a degree from York College of Pennsylvania. Four physical education skills credits are required for the baccalaureate degree and two physical education skills credits are required for the associate degree.

A student may petition the Dean of Academic Affairs for exemption from this requirement for the reasons of age, obtaining an associate degree from another institution, medical disability, full time active duty in the military service, or part-time student status. Details concerning any of the above may also be obtained from the Dean of Academic Affairs' office.

Graduation

Each student who hopes to receive a degree must make application for the degree during the final semester on campus. The deadline for such an application is usually within the first month of that semester. Applications for a degree are available at the Records Office.

In order to participate in a commencement ceremony a student must be enrolled in adequate hours during that final semester, the successful completion of which will enable him to meet all degree requirements. The only exception to this is that a student may enroll for a course for the mini-semester in order to complete the above. Those completing graduation requirements during other summer sessions will be part of the August completion date and will participate in the December commencement ceremonies.

It is imperative that application for a degree be made by the deadline published each semester.

Examinations

Examinations during a semester vary in number according to the instructor. The final examinations, held during a special Final Examination Week, are generally designed to cover all the material discussed in the courses. Students found guilty of academic dishonesty will receive a grade of "0" and may be suspended from the college. Students are expected to have completed all

of the examinations offered in the course before credit can be received.

SPECIAL PROGRAMS

York College offers a full spectrum of credit courses in the evenings, on Saturday and throughout the summer for students of all ages. Such courses are available to students who want to work toward a degree, either Associate or Baccalaureate, or who desire continuing education for cultural or vocational reasons. With approval of the Dean of Academic Affairs a student may attend on a full-time basis.

The courses offered are all selected from the college catalog. Over half are taught by full-time faculty members. The choices are based on surveys taken among students and in the community with the objective of fulfilling the mission of York College, to serve the total Central Pennsylvania community of college age youth, adults in business, education, and industry, and those wishing to broaden their interests in life through education.

Evening Courses

Evening courses are offered throughout the week and on Saturday to serve adults who wish to earn degrees or increase their vocational skills. These classes meet one time a week for three hours. Classes are held on the college campus on Country Club Road, at industry locations when requested, and in Hanover at the senior high school.

Students may earn college credit for these courses. There are no requirements for admission except a high school diploma or an equivalent G.E.D. As a rule, evening session students enroll for a maximum of two courses. After earning 12 credits (generally four courses) with satisfactory grades, students may apply for admission to a degree program. All part-time students must matriculate when 24 credit hours of coursework have been completed. A minimum 2.0 grade point average is required for matriculation.



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All college services are available for evening students; including parking, admission to all home athletic contests, concerts, lectures and certain films, library services, scheduled advising by faculty and the use of the Student Union.

In the Evening Sessions, review courses are offered to assist students in strengthening their basic skills. Non-credit courses in continuing education and leisure learning are offered from time to time.

The Twilight Learning Program

The Special Programs Office has recently developed a new program designed for the working man or woman entitled *The Twilight Learning Program*. This program offers late afternoon and early evening classes in order that working adults can enroll in courses immediately after work. Rather than leaving the job, driving home and meeting their many home and family responsibilities and then having to drive back to campus for an evening class, these individuals can now attend classes on their way home from work. In scheduling these courses, the college has attempted to provide for those individuals working a regular 7:30 a.m. to 3:30 p.m. day shift as well as those clerical and administrative employees who finish their workday at 5:00 p.m. The Twilight Learning Program offers two late afternoon class times and two early evening times in addition to the regular evening sessions.

This program should also facilitate the academic program of those individuals already enrolled in our evening program. These students will now be able to enroll in their courses in two evenings. Rather than having to allocate another night per week to attend a third class, the student will now be able to enroll in 5:20 p.m. Twilight Learning class, have time for a snack on campus and remain for their evening class.

Hanover Center Evening Program

York College offers a wide variety of credit courses in Hanover, at the Hanover Senior High School. Courses are offered during the Fall and Spring semesters as well as during the summer. Courses meet from 7 p.m. to 10 p.m. on Tuesday, Wednesday or Thursday evenings during the Fall and Spring semesters. During the summer, courses are conducted from 7 p.m. to 10 p.m. on two evenings a week either Monday and Wednesday or Tuesday and Thursday for seven weeks.

Summer Sessions

Classes are offered for thirteen weeks throughout the summer, divided into three sessions of a three-week and two five-week sessions. These classes are held during the day or in the evening. The summer classes are given for the following reasons:

1. Provide an opportunity for students to make up work in courses for which their performance fell below acceptable standards.
2. Assist continuing students who desire to accelerate their program toward early graduation without the pressure of a full-day schedule.
3. Enable students in other colleges who desire to pick up additional credits for transfer to their own institutions.
4. Provide an opportunity for high school graduates who wish to enroll in college courses before beginning their first semester in September.
5. Facilitate the program of part-time matriculated students who wish to further their program through summer study.
6. Enable those high school students who have completed their junior year and who are recommended by their high school principal or high school guidance counselor to begin college studies.

All college services are available to summer students; including parking, library services, scheduled summer activities using the gymnasium and swimming pool, dormitory accommodations, advising and counseling services and the use of the Student Union.

Summer courses are of the same quality and number of class hours as those in the academic year, and most are taught by full-time faculty members. Students enrolled in a summer session will take a maximum of six credit hours for each five-week session. Under special conditions, a student may enroll for a maximum of seven credit hours, depending upon his academic competence and/or the advice of his advisor and approval of the Director of Special Programs. There are no requirements for admission to the Summer program except a high school diploma or the equivalent G.E.D.

Brochures are provided for both the Evening and Summer Session. They may be obtained by either writing or calling the:

Director of Special Programs
York College of Pennsylvania
Country Club Road
York, Pennsylvania 17403-3426
Phone: 846-7788, Ext. 229

The York College-Lehigh University Mechanical Engineering Transfer Program

York College is pleased to announce that it has recently developed an innovative program with Lehigh University to provide York area individuals and corporations access to a Bachelor's Degree in Engineering which may be completed by part-time students.

Each year, York College will accept a group of 22

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students who will enroll in the College's Associate Degree in Engineering curriculum. These students, who attend York College as part-time students, will enroll in two courses per semester for four years. All courses will be offered in special sections and will be conducted immediately after working hours. Those participants who successfully complete this course work will graduate from York College with an Associate Degree in Engineering.

These students may then apply to Lehigh University's School of Engineering for admission to the Mechanical Engineering curriculum as part-time students. If admitted by Lehigh University, they will continue to come to York College to take courses, but the courses they now take will be Lehigh University Engineering courses taught by Lehigh University faculty on the Lehigh campus and transmitted to the York campus by two-way interactive telecommunications technology. For the next four years, program participants, now Lehigh University students, will continue to take their course work on the York College campus as part-time students with no disruption of their employment. All of the Engineering course work will be delivered via telecommunications with the exception of the five required Engineering laboratory courses which the student will attend on the Lehigh campus during his final two summer semesters. At the completion of his program, the student receives a Bachelor's Degree in Mechanical Engineering from Lehigh University.

The Glatfelter Telecommunications Center

The Glatfelter Telecommunications Center, located on the third floor of the Business Administration Center, is a state-of-the-art telecommunications transmission and reception facility which is used for academic courses as well as non-credit workshops and seminars. The Glatfelter Center is the hub of two telecommunications networks, linking York to the communities of Hershey, Harrisburg, Lancaster, Reading and Allentown-Bethlehem. In addition, the Center provides a valuable resource in supplementing the college's academic program as well as providing unique training and development opportunities for the greater York community.

Child Care Services for Adult Learners

Child care services are now available for the children of York College adult learners. These child care services are provided by the St. Paul's Lutheran Church Child Care Center, located on the corner of Springettsbury Avenue and South George Street. The Center is open Monday through Friday to accommodate the child care needs of York College adult learners. For more infor-

mation regarding these child care services, please contact the Director of St. Paul's Lutheran Church Child Care Center at 843-6050.

ADVISING, SCHEDULING, AND REGISTRATION

Academic Advising

All matriculated students are assigned a faculty advisor in their major at the time they matriculate (are admitted to the College as a degree candidate). The advisor plays a very important role in the student's academic career including assistance with course selection and ultimately certification for graduation. If a student wants to change majors, the Director of Academic Advising should be consulted.

Scheduling

A schedule of classes for each upcoming semester is provided along with a rotation timetable for prescheduling. A signed schedule of course selections is taken to the Scheduling Office where courses are held in the computer memory until registration.

All newly admitted students are invited to an Orientation in late spring. At this time, they meet with a faculty advisor and schedule classes as well as learn something about College procedures. New students who cannot attend the Orientation may make an individual appointment with the Director of Academic Advising during the summer.

Registration

All full-time and part-time day students must register in person during designated times at the beginning of each semester in order to be officially enrolled and have their name appear on the professor's roster. This is a time when students finalize schedules, pay necessary fees, purchase textbooks, and prepare to attend classes.

The registration period is not a time for guidance and counseling in depth. Students are urged to see their academic advisor or the Director of Academic Advising prior to the registration period. In this way, they can work out programs of study to insure that graduation requirements will be met, and that they are making normal progress toward degrees.

Adding and Dropping a Course

Courses may only be added during the first week of the semester.

If a student wishes to add a course beyond the normal load, he must have the permission of the Dean of Academic Affairs. The actual change is made through the Scheduling Office which is located in the east end of the Administration Building.

York College of Pennsylvania

Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.

After the drop-add period ends, a student may drop a course until the sixth (6th) Friday of the academic semester. To officially drop, the student must fill out a Change in Student Record form, discuss the matter with the advisor and/or professor, secure the professor's signature, pay the Drop/Add fee and return the form to the Records Office. Failure to attend class or merely giving notice to instructor will not be considered an official withdrawal.

Advanced Placement

Advanced placement and college credit may be granted to entering students who perform satisfactorily on the College Board Advanced Placement Examinations, or the Achievement Test of the College Entrance Examination Board or the College Level Examination Program, American College Testing/PEP examination, or other proficiency tests as may be allowed by the Dean of Academic Affairs of the College and the chair of the department in which advanced placement is sought. Likewise, any student who has matriculated and by virtue of previous experience, training, and background believes that he has sufficient knowledge to pass a course by examination shall, upon petition to the appropriate department chair, be given a suitable examination for the course desired.

The following regulations apply to students who earn credit and/or advanced standing:

1. The department chair or the student may initiate procedures resulting in credit or advanced standing for a course.
2. College credit will be granted to entering freshmen who earn scores of 3, 4, or 5 on the individual subject tests of the College Board Advanced Placement Examinations.
3. Credit will be granted on single subject examinations of the College Level Examination Program on the basis of the recommended scores published by the College Board. Up to thirty (30) credit hours may be granted for satisfactory scores on the General Examination of the College Level Examination Program. No more than six (6) credits shall be granted for any one of the five tests in the battery. To obtain credit the student must score above the 40th percentile in each test.
4. Courses for which credit and/or advanced placement has been granted will be noted on the permanent record and will represent credit for, or

a waiver of, a specific course, whichever is appropriate.

5. The maximum number of credits which any one person may earn by advanced placement and/or credit by examination is 60.
6. The department chair and Dean of Academic Affairs will determine what is a satisfactory score on performance tests used by the College other than the College Board Advanced Placement Examinations, College Level Examination Program, and the American College Testing/PEP examinations.

Credit by Examination

Matriculated students may challenge a course in this manner. This enables the individual who has knowledge in a subject area to demonstrate mastery of the material and thus obtain college credit.

1. All applications for examination should be made in writing to the appropriate department chair on forms available in the Academic Dean's Office.
2. A student may not challenge any course required for graduation during the last semester. Any exception must be approved by the Dean of Academic Affairs.
3. Credit earned in a course taken by examination, 2 level ("C") work or better, shall be recorded together with quality points on the permanent record.
4. The maximum number of credits which any one person may earn by credit by examination and/or advanced placement is 60.
5. Examinations shall be prepared at the direction



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of the Dean of Academic Affairs in conjunction with the department chair or appropriate instructor or instructors and are normally not less than three hours in length.

Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. A student who wishes to elect an independent study course and who meets the requirements is instructed to complete, with his faculty sponsor, an application form that describes precisely the nature of the project.

Internships

A number of academic departments have developed a variety of off-campus internship programs. These programs permit students to spend approximately ten hours per week as an employee/volunteer in a company, social service center, or law enforcement agency. Time is spent on campus analyzing, sharing and relating the practical to the theoretical. A faculty member from the appropriate department supervises the student involved in each internship.

Internships are available to students who have earned 60 of more undergraduate credits and accumulated a 2.5 grade point average. Approval from the department chair and the Dean of Academic Affairs must also be obtained.

Normal Credit Load

While the regular full tuition permits a student to carry up to 18 credit hours each semester most students will carry a 15-hour load plus physical education.

Overload

Certain students may wish to carry more than 18 credits during a particular semester. This should be discussed with the academic advisor and requires approval from the Dean of Academic Affairs. There is an additional fee for each credit beyond 18. This fee applies for any academic credits, such as laboratories and physical education.

Anyone who is enrolled for more than 18 credits as of the last day to add a class will be billed for those additional credits whether or not the student drops below 19 credits at a future time during the semester. The withdrawal will have no bearing on the financial obligation.

Pass-Fail

York College students may take designated courses on a pass-fail basis. Those courses which are offered with this as a possibility will be indicated in the course booklet which is prepared each semester. Students may take up to two courses per academic year with a maximum of eight such courses in a student's undergraduate program. Students may not take courses which are required in their major field on a pass-fail basis.

ARMY RESERVE OFFICERS TRAINING CORPS PROGRAM (ROTC)

Both male and female students may enroll in the Army ROTC program. Military Science (ROTC) is taught on campus through a cross-enrollment agreement with Gettysburg College, the ROTC host institution. Successful completion of the program qualifies the student for commission as a Second Lieutenant in the United States Army.

Most students opt to participate in the 4-year ROTC program, comprised of a Basic Course (freshman and sophomore years) and an Advanced Course (junior and senior years). No obligation is incurred by Basic Course enrollment. The best qualified applicants are accepted into the Advanced Course. Such students agree to complete the ROTC program, attend a 6-week ROTC Advanced Camp, normally between the junior and senior year, accept a commission in the Army, and complete an active service tour, after graduation, of either 3 to 6 months or 3 years, depending on Army needs and individual preferences. Advanced Course cadets receive

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a subsistence allowance of \$100 per school month plus a salary for Advanced Camp attendance.

Students may also join the Corps through the 2-year program by attending a salaried 6-week ROTC Basic Camp, thus qualifying for Advanced Course entry. Individuals with prior military or Junior ROTC experience may be allowed direct entry into the Advanced Course, contingent upon the quality of their academic and service records.

Academic credits, valid toward graduation requirements in the electives area, accrue from successful completion of each Military Science course (pages 128).

WRITING CENTER

As a service to all full-time and part-time students, York College provides a Writing Center. During the Fall and Spring semesters, students may sign up for private consultations on a particular assignment or problem, and receive help from an experienced tutorial staff. Faculty from all disciplines may refer students to the Center for help, or students may go to the Center without being referred and receive assistance before they submit an assignment.

GRADES AND GRADING

Absence from Examinations

Students are expected to have completed all examinations offered in each course. A fee of \$5 may be charged for examinations given outside the final examination schedule.

If a student misses an examination, it is his responsibility to arrange with his instructor for the make-up.

Academic Dishonesty

Academic dishonesty will not be tolerated. In those cases where individual faculty members observe academic dishonesty, the student involved will receive a grade of "F" or "0" in the course and a brief written report will be forwarded to the Academic Dean through the Chair for inclusion in a special file to be kept in the Dean's office. A copy of this report along with a statement of the consequences of this behavior will be sent to the student concerned. In those cases where a student receives a second dishonesty report, the student will, under normal circumstances, be suspended from the College. The Dean shall inform the Academic Standards Committee of any such action. The student may appeal such a suspension through the normal appeals procedure.

Academic Standards Committee

The Academic Standards Committee of the College is responsible for making recommendations regarding matters of an academic nature, including criteria for ad-

mission, probation and suspension of students, and a review of cases which cannot be properly handled by fixed rules. The committee may make recommendations concerning disciplinary action when academic matters are involved, if requested to do so by the Dean of Academic Affairs.

Grading System

The grading system at York College has a range of 4.0 to 0 grouped as follows:

Grade	Description
4	Excellent
3	Good
2	Average
1	Passing (minimum)
0	Failing Course
1	Incomplete (see "Incomplete Work" concerning eligibility and deadline.)
P-F	Designated courses will receive the grade of "P" or "F". Credit hours in a course receiving a "P" (Passed) will be noted under credits passed and will count toward graduation. These courses will not carry Quality Points.
Au	Audit — no credit
W	Withdrew from course or college "until the sixth Friday of the Fall and Spring semester."

Auditors

Students or members of the community who wish to audit a class will be accommodated after full-time students have enrolled for the various classes by paying a nominal fee, as shown in the Tuition and Fees section. The regulations affecting auditors are these: no attendance is taken; no assignments are made or papers corrected; no examinations are taken, and no credits are given.

Changes from credit to audit or vice versa are not permitted after the third class session.

Laboratory or skill courses must be taken for credit.

The Grade Point Average

The grade point average is computed by multiplying the hours of credits in a course by the grade earned for all courses completed and dividing the total number of points by the total number of credit hours completed.

Example: A student carrying 16 credit hours and receiving for his first term's work the following grades would have a grade point average of 2.5.

	Credits		Grade		Q.P.
1st subject	3	×	1	=	3
2nd subject	3	×	4	=	12

Academic Policies

3rd subject	3	×	2	=	6
4th subject	3	×	2	=	6
5th subject	3	×	3	=	9
Physical Education	1	×	4	=	4
	16				40

Grade Point Average/ $40 \div 16 = 2.5$

Honors

At the end of each semester, the Dean of Academic Affairs will publish a list of students carrying at least twelve academic credit hours whose semester grades average 3.5 or better.

The student will be eligible for graduation honors based upon his academic college record (this would include the previous record of transfer students). The transfer student would be eligible, but must have completed a minimum of 60 credit hours of academic work at York College. The honors will be awarded on the basis of the cumulative grade point average of all previously completed college work.

1. Summa Cum Laude — Graduates attaining a 3.9 or higher;
2. Magna Cum Laude — Graduates attaining a 3.6 or higher;
3. Cum Laude — Graduates attaining a 3.3 or higher.

Incomplete Work

A student may receive an "incomplete" for a course when illness, family tragedy or similar difficulty makes it impossible for him to complete the requirements of the course. A written request for an "Incomplete" must be submitted through the instructor to the department chair prior to the end of the course. This work must be completed within two calendar months from the time the incomplete grade was given or the student will automatically receive a grade of "0".

The student has the responsibility to contact the professor and make arrangements to complete the work. On rare occasions the deadline may be extended but only if prior permission has been granted through the Dean of Academic Affairs.

Probation and Suspension

A student's academic work will be considered unsatisfactory whenever his cumulative quality point average falls below 2.00. The academic records of all such students will be examined by the Dean of Academic Affairs at the conclusion of each semester to determine whether students in academic difficulty should be allowed to continue on a probationary basis or be suspended from full-time study for the subsequent semester. Students who are suspended for academic

reasons and who desire to submit extenuating circumstances for consideration, may appeal in writing to the Academic Standards Committee for their recommendation. The following criteria are suggested as guidelines for the Dean of Academic Affairs' action:

1. A student who has attempted 12 hours and whose cumulative average is below 1.6 will be placed on academic probation.
2. A student who has attempted at least 24 hours and whose cumulative average is below 1.7 will be placed on probation or may be suspended if previously on probation.
3. A student who has attempted at least 36 hours and whose cumulative average is below 1.85 will be placed on probation or may be suspended if previously on probation.
4. A student who has attempted 48 hours or more will be placed on probation if he fails to obtain a cumulative average of 2.0 and may be subject to suspension if previously on probation.
5. Any student whose cumulative average falls below 1.2 or receives below a 0.5 for the previous semester may be suspended.

Students continued on probation shall not take more than 13 credit hours per semester without special permission both from their advisors and the Academic Dean.

Students academically suspended for the first time who desire readmission to the College as full-time students may apply after they have taken at least six credits of coursework at YCP or any other accredited institution, and have earned at least a "C" in each course taken. These students would be admitted on continued probation and would have two semesters to raise their cumulative average above suspension standards. Students who cannot meet these conditions because of extenuating circumstances and who want to return to college full-time may appeal in writing to the Academic Standards Committee for readmission consideration. Appeals are heard twice a year in Mid-January and Mid-June.

A student who is academically suspended for the second time will be prohibited from taking any courses at York College of Pennsylvania for at least one year.

Probation and Suspension — Part-time Students

The grade-point standards which currently apply to full-time students will apply to all part-time students.

Part-time students not in compliance with the G.P.A. standards established for full-time students, for two consecutive semesters will not be permitted to enroll in any class for one academic semester.

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Part-time students placed on suspension or probation may appeal their status to the Academic Standards Committee during its semi-annual appeals hearings.

Reinstatement

Students suspended for academic reasons who desire readmission should petition the Admissions Office for conditions under which they may be readmitted.

Transfer

Any student who has been admitted to York College by transfer of college credits from any other collegiate institution while on probation or academic suspension will be subject to the same standards for scholarship stated in the previous section of Probation and Suspension.

Students desiring to pursue summer work at another institution must secure written permission from the Dean of Academic Affairs prior to beginning the work in order to have the credits transferred back to York College. Also see "Courses Taken at Other Institutions."

Notice of Unsatisfactory Work

Not later than the middle of the semester, each student who is doing unsatisfactory work in any course may receive a written notice to that effect and a copy sent to the parents. Unsatisfactory work is defined as that which warrants a grade of less than "2". The student should then report to the instructor and advisor for guidance in improving grades.

Any student who is at least 21 years of age, married, self-supporting, or a veteran may request that warning grades not be sent to parents.

Withdrawal from Classes

The last date for dropping a course will be the sixth (6th) Friday of the academic semester. See Adding and Dropping a Course — page 45.

Withdrawal from College

To sever his connections with the College before the end of the semester, a student must apply for withdrawal in the office of the Dean of Student Affairs by the sixth (6th) Friday of the academic semester. A student who ceases attending classes without completing his formal withdrawal receives grades of "0" in all courses for which he is registered, and he remains responsible for any financial obligations he has contracted.



When a student withdraws before the end of the term, or is suspended or expelled, no refund will be made.

Part-time students please note that withdrawal during or after the first class meeting will not eliminate the obligation to pay any remaining balance nor qualify for a refund.

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Long-Term Care Administration	
Management (Human Resource / Production / Banking & Financial)	
Marketing (Consumer Products / Industrial / Retailing)	
Medical Technology / Music / Nuclear Medicine Technology / Nursing	
Office Administration / Physical Science	
Political Science (Government / International Studies / Public Administration) / Psychology	
Recreation and Leisure Administration	
Respiratory Therapy / Sociology / Speech (Radio / Television / Theatre)	
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Art / Biology / Business Administration / Chemistry / Computer Programming	
Criminal Justice / Engineering / Language	
Mathematics / Music / Philosophy / Physics	
Political Science / Radio-Television / Real Estate / Respiratory Therapy / Retailing	
Secretarial (Executive / Medical / Legal)	

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ACADEMIC MAJORS

Leading to the Master's Degree

Master of Business Administration

Master of Science in Human Organization Science
or Nursing—in affiliation with Villanova University

*Please consult respective
department chairperson for details*

Leading to the Baccalaureate Degree

Accounting
Art
Behavioral Sciences
Biology
Computer Information Systems
Criminal Justice:
 Law Enforcement
 Corrections
 Security
Elementary Education
Engineering Management
English
Health Record Administration
History
Humanities
Long-Term Care Administration
Management:
 Human Resource
 Production
 Banking & Financial
Marketing:
 Consumer Products
 Industrial
 Retailing
Medical Technology
Music
Nuclear Medicine Technology
Nursing
Office Administration
Physical Science
 Chemistry
 Earth & Space/Geographical Sciences
 Forensic Science/Criminalistics
 Mathematics
 Physics
Political Science:
 Government
 International Studies
 Public Administration
Psychology
Radio and Television
Recreation and Leisure Administration
Respiratory Therapy

Secondary Education

Business Education
 Accounting - Data Processing - Marketing
 Office Technology - Typewriting
Communication
Biology
General Science
Mathematics
Social Studies

Sociology

Speech Communication
 Radio and Television
 Speech

Leading to the Associate Degree

Art
Biology
Business Administration
Chemistry
Computer Programming
Criminal Justice:
 Law Enforcement
 Criminalistics
 Corrections
 Security
Engineering
General Studies
Languages
Mathematics
Music
Philosophy
Physics
Political Science
Radio-Television
Real Estate
Respiratory Therapy
Retailing
Secretarial Specialist:
 Executive
 Legal
 Medical

The programs at York College are organized for academic and administrative purposes into the following nine departments: Behavioral Sciences, Biological Sciences, Business Administration, Education, English and Humanities, History and Political Science, Music, Art and Speech Communication, Nursing, and Physical Sciences.

Programs of Study

ACADEMIC MINORS

The academic departments have developed a number of programs leading to an academic minor. Such a minor, when completed, will be designated on the student's permanent record. A minor consisting of 15 to 21 credit hours may be obtained in the areas listed below. Details should be obtained from the Department Chair, Scheduling Office, or the Academic Advisor.

Accounting
American History
Anthropology
Art
Banking and Finance
Biology
Chemistry
Computer Information Systems
Corrections
Criminalistics
Economics
English
Geography
Gerontology
Government
Languages
Management
Marketing
Mathematics
Music
Peace Studies
Philosophy
Physics
Psychology
Public Administration
Retailing
Secretarial Studies
Security
Sociology
Speech
Theatre
World History

CERTIFICATE PROGRAMS

Some academic departments have developed certificate programs. Details should be obtained from the Department Chair.

Early Childhood Education
Respiratory Therapy

THE BACCALAUREATE DEGREE

General Requirements

General requirements and recommended curricula for each of the degree programs are shown on the

following pages. Students should meet with their faculty advisers as soon as possible after entering College in order to plan a program that will meet the general graduation requirements, specific requirements for their major and to select appropriate electives. Some modifications of the general requirements apply to programs that include advanced placement and those designed for special purposes such as professional certification. The degree requirements binding on the student are those in effect as of the date a student first takes a course after officially declaring a major (matriculation into that major). These requirements are listed on the program checksheet.

Graduation Requirements

At the beginning of the semester in which the student hopes to complete all degree requirements it is necessary to submit an application for the degree. This application should be obtained from and returned to the Records Office during the first three weeks of the semester.

Students who meet the following requirements for graduation will be eligible to receive the Bachelor of Arts or the Bachelor of Science Degree, depending upon the curriculum completed:

1. Have successfully completed at least 120 credit hours (plus 4 Physical Education credits). The last 30 of these must be earned at York College.
2. Have a cumulative grade point average of at least 2.0.
3. Have a satisfactory record of behavior.
4. Have earned a 2.0 or better in designated courses as specified by the department for a given major.
5. Have satisfied curriculum requirements as follows:

A. General Requirements Semester Courses

- | | |
|--------------------------|-----|
| (1) Communication Skills | 3 |
| English Composition | (2) |

All students must receive a grade of "2" or better in E101 before they are permitted to enroll in E102.

- | | |
|---|-----|
| Speech | (1) |
| (2) Mathematics | 2 |
| (3) Laboratory Science | 2 |
| (4) Humanities, Behavioral and Social Sciences: | 7 |

Minimum three semester courses chosen from at least 2 subjects in each area:

Behavioral and Social Sciences:
Anthropology
Psychology

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Sociology
Economics
Geography
History
Political Science
Humanities:
Art
Literature
Music
Philosophy
Religion
Theatre Arts

(5) Foreign Culture 4

Each student in all baccalaureate programs must satisfy a core requirement of 12 semester hours in the foreign culture/language area. This may be fulfilled in any combination of foreign language, intercultural studies and certain history courses. This core requirement may also be satisfied by demonstrating language competency through the intermediate level.

The following courses may be used to fulfill this requirement:

B306 Chinese Culture
G350 Survey of Canada
H121, H122 History of Western Civilization I, II
H225 Medieval Civilization
H226 Renaissance and Reformation (1400-1648)
H227, H228 History of Latin America I, II
H250 American-East Asian Relations
H330 History of the U.S.S.R.
H411 European Intellectual History
X143 Introduction to Africa
X144 Introduction to the Far East
X145 Introduction to Latin America
X146 Introduction to the Middle East
X147 Introduction to Russia and Eastern Europe
X150 Introduction to South Asia
PS243 Government/Politics of Africa
PS244 Government/Politics of the Far East
PS245 Government/Politics of Latin America
PS246 Government/Politics of the Middle East

PS247 Government/Politics of the U.S.S.R.

Special experimental courses may also satisfy this core requirement. Students whose native land is not the USA, or those individuals who have had extensive exposure in a foreign country may have a portion of this requirement waived. The student should contact the Dean of Academic Affairs to obtain such a waiver.

(6) American Civilization I or II 1

B. The remaining credits to complete the program will be selected in the major area of study and as elective courses with the advice and consent of the chair or advisor of his major department.

C. Four physical education credits. Physical Education skills courses may not be counted as part of the minimum 120 credit hours required for a baccalaureate degree.

6. Should a student wish to major in a second area he may do so and this fact will be noted on the transcript. While only one baccalaureate degree may be received from York College of Pennsylvania, more than one major may be completed and designated on the transcript.

* History of Latin America (H227, H228); History of the U.S.S.R. (H330); Medieval Civilization (H225); Renaissance and Reformation (H226); European Intellectual History (H411); and American-East Asian Relations (H250). However, history courses applied as Foreign Culture may not then be used to fulfill Behavioral and Social Sciences requirements set forth in 5.A. (4) above.

The Freshman Year

Most students enrolled in a baccalaureate degree program will take essentially the same courses during the first year. These subjects have been carefully chosen to provide a general educational background appropriate for continued progress in their sophomore, junior and senior years. See detailed programs on following pages for guidance in specific areas. These are tentative programs.

BACCALAUREATE DEGREES (Listed alphabetically)

ACCOUNTING

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
American Civilization	3
English Composition	6

Programs of Study

Foreign Culture	6
Mathematics (including Business Calculus)	6
Physical Education	2
Behavioral & Social Sciences Electives	6
Humanities Elective	<u>3</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Elementary Accounting	3
Intermediate Accounting	3
Business Statistics	3
Physical Education	2
Principles of Economics	6
Laboratory Science	6—8
Principles of Computer Information Systems	3
Speech	3
Humanities Elective	<u>3</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Accounting Electives	3
Business Law	6
Communication	3
Intermediate Accounting	6
Cost Accounting	3
Quantitative Elective	3
Foreign Culture	3
Principles of Management	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Advanced Accounting	3
Business Electives	6
Management Seminar	3
Electives	7—9
Humanities Electives	3
Accounting Elective	3
Foreign Culture	<u>3</u>
	28—30

ART

Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Behavioral and Social Sciences Electives	6
Mathematics	6
Drawing I and II	6
Art Appreciation	3
Music Appreciation	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Behavioral and Social Sciences Electives	6
Foreign Culture	6
Design I and II	6
Speech	3
Humanities Elective	3
History of Art I and II	6
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Foreign Culture	6
Laboratory Science	8
Sculpture I and II	6
Painting I and II	6
History of Art III	3
Composition or Commercial Art	<u>3</u>
	32

<i>Senior Year</i>	<i>Credits</i>
American Art	3
Humanities Electives	6
Art Electives	12
Electives	9
American Civilization	<u>3</u>
	33

Students majoring in Art must complete 15 credits in Appreciation and History as follows: A101, A203, A205, A301, A405, and 27 credits in studio courses as follows: A107, A108, A109, A207, A208, A216, A219, A317, A318.

Art majors must have 12 credits in elective art courses, which must include either: Drawing III and IV, Sculpture III and IV, or Painting III and IV.

BEHAVIORAL SCIENCE

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6
Psychology-Sociology	6
Foreign Culture	6
Humanities or Social Science Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Anthropology	3
Biology Electives	6
Foreign Culture	6
Humanities or Social Science Electives	6
Statistics	3
Behavioral Science Elective	3
Physical Education	2
Elective	<u>5</u>
	34

<i>Junior Year</i>	<i>Credits</i>
Experimental Psychology or Research Methods	3

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Data Analysis with SPSS	1
Behavioral Science Electives	6
Speech	3
Electives	<u>15</u>
	28

<i>Senior Year</i>	<i>Credits</i>
Behavioral Science Electives	9
Behavioral Science Seminar	3
Electives	15
American Civilization	<u>3</u>
	30

BIOLOGY

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
General Chemistry	8
Principles of Biology-Zoology	8
College Mathematics or General Physics	8
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Biology Electives*	8
Organic Chemistry (or Concepts Chem II)	8
Statistics and General Elective or General Physics	8
Behavioral Science or Humanities Electives	<u>9</u>
	33

<i>Junior Year</i>	<i>Credits</i>
Foreign Culture	6
Behavioral and Social Sciences or Humanities Electives	6
Biology Electives*	12
American Civilization	3
Speech	3
Physical Education	<u>2</u>
	32

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	6
Biology Electives*	4
Area Elective	3
General Electives	13
Behavioral and Social Sciences or Humanities Electives	<u>6</u>
	32

All Majors are required to successfully complete College Math and College Algebra or Calculus I and II, General Physics, General Chemistry, Organic Chemistry or Concepts of Chemistry II plus

Biochemistry and Statistics; or the equivalent. (Equivalence is based upon a departmental decision and/or standard tests.)

* A biology major must complete 35 hours in biology, to include 23 hours of core courses (Principles of Biology, Zoology, Botany, Genetics, Terrestrial or Aquatic Ecology, and Seminar in Biology) and 12 hours of electives. The latter should be determined in conference with Academic Advisors.

Pre-professional eg., pre-medical, pre-dental should consult schools to which they intend to apply to be certain all prerequisites are met. Also, note recommended courses needed to prepare for Med CATS.

COMPUTER INFORMATION SYSTEMS

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Foreign Culture	6
Mathematics (including Business Calculus)	6
Introduction to Sociology	3
Humanities	6
* Pascal Programming	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Economics	6
Elementary Accounting	3
Business Statistics	3
Speech	3
Laboratory Science	6—8
* COBOL, Adv. COBOL	6
General Psychology	3
Physical Education	<u>2</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Organizational Behavior	3
Cost Accounting	3
Principles of Marketing	3
Prin. of Management	3
Management Info. Systems	3
Networks & Dist. Processing	3
Communication	3
Foreign Culture	3
Humanities	3
Free Elective	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Introduction to Finance	3
Production/Operations Management	3
Systems Analysis & Design	3

Programs of Study

Computer Operating Systems	3
Data Base Management System	3
Management Seminar	3
American Civilization	3
Foreign Culture	3
Free Electives	<u>4—6</u>
	28—30

* Only ONE computer language course may be taken in a semester.

CRIMINAL JUSTICE Bachelor of Science Degree— Law Enforcement Concentration

<i>Freshman Year</i>	<i>Credit</i>
English Composition	6
Introduction to Sociology	3
Introduction to Criminal Justice System	3
Mathematics	6
Physical Education	2
General Psychology	3
Juvenile Delinquency	3
Electives	<u>6</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Criminal Law	3
Laboratory Science	6—8
American Government or Statistics	3
Criminal Investigation	3
Foreign Culture	6
Physical Education	2
Introduction to Speech	3
Elective	3
Police Operational Functions	<u>3</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Crim. Just. Org. and Management	3
Foreign Culture	6
Humanities Elective	3
State and Local Government or Research Methods	3
Electives	9
American Civilization	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Humanities Electives	6
Technical Writing	3
Seminar in Selected Law Enforcement Problems	3
Criminal Justice Electives	9
General Electives	<u>9</u>
	30

CRIMINAL JUSTICE Bachelor of Science Degree— Corrections Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology	3
Mathematics	6
General Psychology	3
Laboratory Science	6—8
Introduction to Criminal Justice System	3
Physical Education	<u>2</u>
	29—31

<i>Sophomore Year</i>	<i>Credits</i>
Juvenile Delinquency	3
Technical Writing	3
Speech	3
Humanities Elective	9—12
Foreign Culture	6
American Government or Statistics	3
Physical Education	<u>2</u>
	29—32

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Community Corrections	3
Human Relations Techniques	3
State and Local Government or Research Methods	3
Foreign Culture	6
Social Science Electives	3—6
Crim. Just. Org. and Management	3
Free Electives	<u>6</u>
	30—33

<i>Senior Year</i>	<i>Credits</i>
Law of Corrections	3
Institutional Corrections	3
Topics in Criminal Justice	3
Behavioral Science Electives	12
Criminal Justice Electives	6
Free Electives	6
American Civilization	<u>3</u>
	33

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CRIMINAL JUSTICE Bachelor of Science Degree— Security Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology	3
Mathematics	6
General Psychology	3
Laboratory Science	6—8
Introduction to Security	3
Physical Education	2
	<u>29—31</u>

<i>Sophomore Year</i>	<i>Credits</i>
Juvenile Delinquency	3
Technical Writing	3
Speech	3
Humanities Electives	9
Foreign Culture	6
American Government or Statistics	3
Industrial/Commercial Security	3
Physical Education	2
	<u>32</u>

<i>Junior Year</i>	<i>Credits</i>
Criminology	3
Law of Private Security	3
Security Planning and Supervision	3
State and Local Government or Research Methods	3
Foreign Culture	6
Principles of Computer Information Systems	3
Crim. Just. Org. and Managment	3
Electives	9
	<u>33</u>

<i>Senior Year</i>	<i>Credits</i>
Elementary Accounting	3
Behavioral Science Electives	12
Criminal Justice Electives	6
Seminar in Security	3
American Civilization	3
Free Electives	3
	<u>30</u>

EDUCATION—ELEMENTARY Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization	6
College Algebra	3
Math for Elementary Education	3
General Psychology	3
Intro. to Sociology	3
Intro. to American Ed.	3
Foreign Culture Elective	3
Physical Education	2
	<u>32</u>

<i>Sophomore Year</i>	<i>Credits</i>
Field Natural History	3
Psychology of Learning	3
Developmental Psychology	3
Teaching Language Arts/Children's Literature in Elementary School	3
Teaching Math in Elementary School	3
† Developmental Reading	3
† Diagnostic & Remedial Reading	3
Intro. to Geography	3
Introduction to Speech	3
Electives	2
Physical Education and Recreational Activities	2
	<u>31</u>

<i>Junior Year</i>	<i>Credits</i>
Teaching Science/Health in Elementary School	3
Teaching Social Studies in Elementary School	3
Physical Science	3
American Civilization	3
Foreign Culture	3
Area of Concentration*	9
Art Education for Elementary Teachers	3
Music in the Elementary School	3
	<u>30</u>

<i>Senior Year †††</i>	<i>Credits</i>
Humanities	3
Area of Concentration	3
Electives	9
†† Professional Orientation and School Law	2
	<u>17</u>

Programs of Study

THE PROFESSIONAL SEMESTER

Instructional Media	2
Educational Evaluation	2
Senior Education Seminar	2
Student Teaching	8
	<u>14</u>
	31

† Developmental Rdg. must be taken before Diag. and Remedial Rdg.

†† Prof. 'I. Orient. & School Law is to be taken the Fall or Spring prior to the Professional Semester.

††† Senior semesters are interchangeable.

* Elementary Education majors elect one concentration area from the following options:

Art: A101 or A203; A107; A207; and a studio art elective.

Language Arts: E205 or E210; E320 or E256; E254 or E311; E315 or E271 or E310.

Mathematics: Four courses: Two of the following: S163, S168, S171, S172.

Two of the following: S174, S373, S375, S376.

Music: MU150 or MU260 and 9 additional credits in music. (MU150 required under certain circumstances.)

Reading: EE207, SE356, EE313, EE314, EE409.

Science: Any 12 credits in Science drawn from Biology, Chemistry, Physics, Physical Science or Earth/Space Science.

Social Studies: PS241 or PS301; M220 or M221; B203 or B205 or B286; G341 or G345 or G350.

EDUCATION—SECONDARY

The student seeking certification in Secondary Education must major in Biology, Business Education, Communications, General Science, Mathematics or Social Studies.

Freshman Year	Credits
English Composition	6
Western Civilization**	6
Mathematics	6
General Psychology	3
Introduction to Sociology	3
Foreign Culture Electives**	6
Physical Education	<u>2</u>
	32

Sophomore Year	Credits
Introduction to Speech	3
Introduction to American Education	3
Psychology of Learning	3
Laboratory Science Electives	6—8
Free Electives	3—5
Area Specialization*	9
Physical Education	<u>2</u>
	31

Junior Year	Credits
Secondary School Experience	3
Secondary Teaching Strategies	3
Area Specialization*	21
American Civilization	<u>3</u>
	30

Senior Year †††	Credits
Area Specialization*	3
Humanities Electives	9
Electives	3
†† Professional Orient. & School Law	<u>2</u>
	17

THE PROFESSIONAL SEMESTER

Instructional Media	2
Educational Evaluation	2
Senior Education Seminar	2
Student Teaching	8
	<u>14</u>
	31

†† Professional Orient. & School Law is to be taken the Fall or Spring prior to the Professional Semester

††† Senior semesters are interchangeable.

* Social Studies majors must take 4 Intercultural Studies courses.

* Area Specialization courses required as follows:

Biology:

Physics I and II
General Chemistry (2 courses)
Organic Chemistry (2 courses)
Statistics
Environmental Biology
Principles of Biology
Zoology
Botany
Microbiology
Genetics
Biology Seminar

Communication:

21 credit hours in required courses:
Linguistics
Oral Interpretation or Group Discussion
Shakespeare
The Short Story or Intro. to Literature
Introduction to Theatre
Teaching Communication in The Secondary Schools
Advanced Composition

12 credit hours from one of the following areas of specialization:

	Literature (4 courses)
Any 2 {	American Literature
	English Literature
	European Literature
	Any 2 other literature courses
	Writing (any 4)
	Technical Writing
	History of the English Language
	Communication and Report Writing
	Creative Writing
	Journalism
	Radio/TV Writing
	Speech (any 4)
	Oral Interpretation
	or Group Discussion
	Voice and Diction
	Advanced Public Speaking
	Introduction to Radio/TV
	Introduction to Film

of Pennsylvania

Mass Media	} 4 credits maximum
Speech Laboratory	
Theatre Arts Workshop	

<i>Theatre (any 4)</i>	
Modern Drama	Acting
History of Theatre	Theatre Practicum
Stagecraft	Theatre Arts Workshop

General Science:

General Chemistry I and II
General Physics (2 courses—S183 & S184)
or
Engineering Physics (2 courses—S185 & S186)
Principles of Computer Science
Principles of Biology
Zoology
Earth and Space Science
Teaching General Science in the Secondary School
6–8 credit hours from one of the following areas of specialization:

Biology

Field Natural History
Botany
Microbiology
Genetics
Animal Physiology

Chemistry

Quantitative Analytical Chemistry
Organic Chemistry I
Organic Chemistry II
Instrumental Analytical Chemistry

Physics

Statics
Dynamics
Engineering Physics (S285)
Engineering Physics (S286)
Engineering Drawing

Mathematics:

Laboratory Science Elective must be Engineering Physics (S185 & S186)

Analytical Geometry and Calculus (3 courses—S171—S172—S271)

Differential Equations

Linear Algebra or Abstract Algebra

Structures of Mathematics

Statistics

Introduction to Geometry

Computer Language

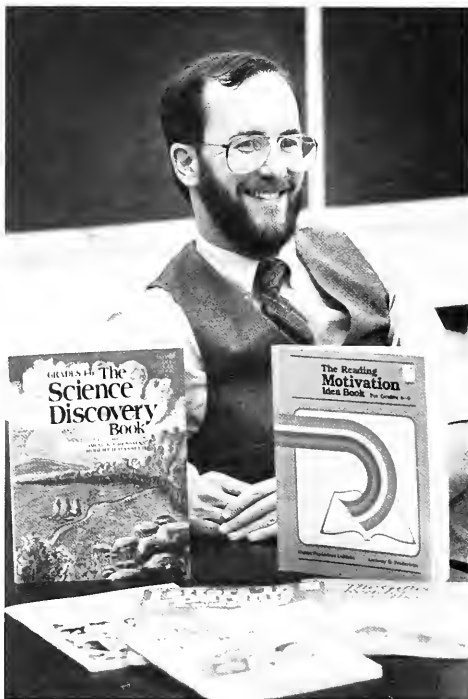
Teaching of Mathematics in the Secondary School

One course chosen from:

- Abstract Algebra
- Linear Algebra
- Advanced Calculus
- Reading and Research

Social Studies:

History of American Civilization I and II
American Government
State and Local Government
Introduction to Anthropology or Cultural Anthropology
American Social Problems
Introduction to Geography
Geography of North America
Principles of Economics (Micro and Macro)
Teaching Social Studies in the Secondary School



Programs of Study

BUSINESS EDUCATION

Bachelor of Science Degree
Secretarial, Accounting, Marketing, Data
Processing and Typing Concentrations¹

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics (includ. Math of Bus.)	6
American Civilization	3
Princ. of Computer Information Systems	3
Typing (Document Creation/Processing)	6
² Shorthand	6
Physical Education	2
General Psychology	3
Humanities Elective	3

<i>Sophomore Year</i>	<i>Credits</i>
Elementary Accounting	6
Laboratory Science	6—8
Principles of Marketing	3
Introduction to American Education	3
Foreign Culture	6
² Office Simulations	3
⁵ Pascal Programming	3
Office Procedures	3
Physical Education	2

<i>Junior Year</i>	<i>Credits</i>
Speech	3
Psychology of Learning	3
Economics	6
Business Law	3
³ Intermediate Accounting I	3
Foreign Culture	3
⁴ Personal Selling	3
Principles of Business Education	3
³ Accounting Elective	3
⁵ Management Information Systems	3
Prin. of Management (Mgmt. Theory)	3
Communication & Report Writing	3

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	3
Humanities Electives	6
Teaching Business Subjects	3
⁴ Marketing Elective	3
⁵ Business Systems Analysis and Design	3
Professional Orientation & School Law	2
Professional Semester	<u>14</u>
Total Credits Required (minimum)	124

¹ Bus. Ed. majors will elect Typing and any one or more of these concentrations

² Required only of those students concentrating in the secretarial field

³ Required only of the accounting concentration

⁴ Required only of the marketing concentration

⁵ Required only of the data processing concentration



York College of Pennsylvania

ENGINEERING MANAGEMENT Bachelor of Science Degree

The Engineering Management Program has been designed for those students who wish to pursue a career in management with companies involved in technical production.

<i>Freshman Year</i>	<i>Credits</i>
American Civilization	3
English Composition	6
Foreign Culture/Language	6
Humanities Elective	3
Analytic Geometry & Calculus	8
Engineering Drawing	2
Descriptive Geometry	2
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Economics	6
Elementary Accounting	6
Foreign Culture/Language	3
Statistics	3
Engineering Physics	8
Analytic Geometry & Calculus	4
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Chemistry	8
Business Law	3
Communications and Report Writing	3
Prin. of Management (Mgmt. Theory)	3
Marketing Elective	3
Speech	3
Engineering Elective	3—4
Engineering Physics	<u>4</u>
	30—31

<i>Senior Year</i>	<i>Credits</i>
Management Electives	6
Management Seminar	3
Engineering Electives	3—4
Humanities Electives	6
Social Science Electives	6
Free Elective	3
Foreign Culture/Language	<u>3</u>
	30—31

ENGLISH Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Foreign Culture*	6
Humanities Electives	6
Mathematics	6
Behavioral and Social Sciences Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Literature Electives†	6
Humanities Electives	3
Introduction to Speech	3
Foreign Culture*	6
Behavioral and Social Sciences Electives	3
Laboratory Science	6—8
Free Elective	3
Physical Education	<u>2</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Humanities or Behavioral and Social Sciences Elective	3
Literature Elective†	9
Advanced Speech Communication course	3
Advanced Composition	3
Free Electives	<u>12</u>
	30

<i>Senior Year</i>	<i>Credits</i>
English Seminar	3
Literature Electives†	9
Free Electives	13—15
American Civilization	3
History of the English Language	<u>3</u>
	31—33

* Students must obtain at least two semesters' credit in a single foreign language.

† Literature electives must eventually include:

American Literature	Shakespeare
English Literature	Four additional literature courses
European Literary Masterpieces	

Students must receive a grade of "2" or better in each course within the major and in E101, E102 and E204 to qualify for graduation.

A B.A. degree in English with a writing option is available. See the department chair.

Programs of Study

HEALTH RECORD ADMINISTRATION

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Introduction to Sociology*	3
Mathematics	6
Foreign Culture/Language	6
Humanities Elective	6
General Psychology*	3
Orientation to Health Record Administration*	1
Physical Education	<u>2</u>
	33

<i>Sophomore Year</i>	<i>Credits</i>
Anatomy and Physiology*	8
Foreign Culture/Language	6
Speech	3
Communication & Report Writing*	3
Social/Behavioral Science Electives	9
Humanities Elective	3
Physical Education	<u>2</u>
	34

<i>Junior Year</i>	<i>Credits</i>
American Civilization	3
Principles of Management*	3
Statistics*	3
Microbiology*	4
Computer Information Systems*	3
Org. & Adm. of Health Care Facilities	3
Human Resource Management*	3
Health Record Science	3
Medical Terminology	3
Directed Practice I†	1
Health Statistics and Research	4
Fundamentals of Medical Science I	<u>3</u>
	36

<i>Senior Year</i>	<i>Credits</i>
Health Classifications, Indexes, Registers	3
Quality Assurance in Health Care	2
Fundamentals of Medical Science II	3
Health Record Management	4
Health Records in Special Health Care Facilities	1
Systems Analysis	1
Health Information Systems	3
Directed Practice II, III†	3
Legal Concepts for the Health Field	3
Health Record Management Affiliation†	4
Health Record Administration Seminar	<u>2</u>
	29

† Directed Practice consists of approximately 440 hours of on-site clinical experience at various health care institutions. During Management Affiliation of the senior year, each student goes on a 6 week full-time affiliation at a health care institution outside the York area. Students are responsible for their own transportation during Directed Practice and Management Affiliation assignments.

* Supporting Courses

HISTORY

Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization I & II	6
Foreign Language*	6
Mathematics	6
Geography	3
Political Science	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
American Civilization I & II	6
Foreign Language*	6
Humanities Electives	6
Social or Behavioral Sciences Electives	6
Laboratory Science	6—8
Physical Education	<u>2</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Foreign Culture†	3
History Electives	12
Social or Behavioral Sciences Electives	3
Humanities Electives	6
Speech	3
Free Electives	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture†	3
History Electives	9
Seminar in History	3
Humanities Elective	3
Free Electives	<u>12</u>
	30

* Fulfills general foreign culture requirement.

† Other than foreign languages.

York College of Pennsylvania

HUMANITIES

Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
American Civilization	6
Introduction to Art Appreciation	3
Music Appreciation	3
Mathematics	6
Foreign Language	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Sociology-Psychology	6
Literature Electives	6
History Elective	3
Laboratory Science	6
Foreign Language	6
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Philosophy	6
Political Science	3
Geography	3
Art History Elective	3
Living Religions	3
Music Elective	3
Literature Elective	3
Foreign Language	3
Theatre Arts	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Economics	3
Philosophy Elective	3
Theatre Arts	3
History	3
Literature Elective	3
Introduction to Indo-European Languages and Folklore	3
Electives	<u>12</u>
	30

LONG-TERM CARE ADMINISTRATION

Bachelor of Science Degree

State and federal requirements for entry-level administrative positions in long-term care facilities have been upgraded. In Pennsylvania, there is now only one other institution offering preparation on the Bachelor's degree level.

The major combines courses in Business Administration, Behavioral Sciences and Allied Health to provide

the necessary background for entry-level positions in long-term care facilities. A carefully supervised internship gives the student practical field experience.

Upon graduation, the student can seek jobs in nursing homes, retirement communities, mental institutions, residential centers for the retarded, alcohol rehabilitation facilities and related agencies.

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Fundamentals of Human Biology	3
Science Elective	3—4
General Psychology	3
Introduction to Sociology	3
Foreign Culture	3
Mathematics	6
American Civilization	3
Physical Education	<u>2</u>
	32—33

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
State and Local Government	3
Accounting (M203, M204 or M350)	6
Foreign Culture	6
Practicum in Long-Term Care Administration	3
Organization & Administration of Health Care Facilities	3
Humanities Electives	6
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Adulthood & Aging	3
Human Service Techniques	3
Medical Terminology	1
Principles of Marketing	
OR	
Management Theory	3
Data Analysis with SPSS (Statistics-Prereq.)	1
Human Resource Management	3
Behavioral Science Electives	6
Statistics	3
Humanities Elective	3
Foreign Culture	<u>3</u>
	29

<i>Senior Year</i>	<i>Credits</i>
Legal Concepts of Health Field	3
Administrative Management	3
Administrator-in-Training	12—15
Humanities Elective	3
Electives	<u>9—12</u>
	30—36

Programs of Study

MANAGEMENT

Bachelor of Science Degree

Human Resource, Production, and Banking and Financial Management Concentrations

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics (including Business Calculus)	6
Laboratory Science	6-8
Foreign Culture	6
Humanities Elective	3
Principles of Computer Information Systems	3
Physical Education	<u>2</u>
	32-34

<i>Sophomore Year</i>	<i>Credits</i>
American Civilization	3
Introduction to Sociology	3
General Psychology	3
Communication	3
Speech	3
Elementary Accounting I	3
Elementary Accounting II or Cost Accounting	3
Business Statistics	3
Principles of Economics	6
Physical Education	<u>2</u>
	32

<i>Junior Year</i>	<i>Credits</i>
Business Law	3
Principles of Management	3
Principles of Marketing	3
Quantitative or Statistical Analysis	3
Production/Operations Management	3
Human Resource Management	3
Humanities Elective	3
Organizational Behavior	3
Business Elective*	3
Foreign Culture	<u>3</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Humanities Elective	3
Foreign Culture	3
Introduction to Finance	3
Management Seminar	3
Strategic Planning	3
Management Electives*	6
Free Electives	<u>7-9</u>
	28-30

MARKETING

Bachelor of Science Degree

Consumer Products Marketing, Industrial Marketing, and Retailing Concentrations

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
American Civilization	3
Foreign Culture	6
Mathematics (including Business Calculus)	6
Humanities Elective	3
Behavioral or Social Sciences Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Economics	6
Elementary Accounting	6
Principles of Computer Information Systems	3
Speech	3
Principles of Marketing	3
Business Statistics	3
Laboratory Science	6-8
Physical Education	<u>2</u>
	32-34

<i>Junior Year</i>	<i>Credits</i>
Business Law	3
Marketing Electives*	9
Communication	3
Principles of Management	3
Quantitative or Statistical Analysis	3
Production/Operations Management	3
Foreign Culture	<u>6</u>
	30

<i>Senior Year</i>	<i>Credits</i>
Marketing Research	3
Marketing Policies & Strategies	3
Management Seminar	3
Marketing Electives*	6
Humanities Elective	6
Free Electives	<u>7-9</u>
	28-30

* By proper selection of these electives a student may concentrate in Consumer Products Marketing, Industrial Marketing or Retailing.

* By proper selection of these electives a student may concentrate in Human Resource, Production or Banking and Financial Management.

York College of Pennsylvania

MEDICAL TECHNOLOGY Bachelor of Science Degree

A Medical Technologist performs tests under the direction of pathologists, physicians or scientists who specialize in clinical chemistry, microbiology, diagnosis of disease, and other biological sciences. Upon attaining the B.S. Degree and passing the National Registry Examination, the Medical Technologist is qualified to work in medical laboratories in hospitals or private facilities, research laboratories, industrial laboratories, and many others.

Students pursuing the Bachelor of Science Degree in Medical Technology spend three years at the College followed by a fourth Clinical year of study at an approved School of Medical Technology. During the Fall semester of the junior year, students arrange with the Medical Technology Coordinator to petition for the senior Clinical year. The College cannot guarantee acceptance at the hospital since enrollment is limited by the size of the hospital-based program. However, the College assists in placing students in a clinical program. Selection criteria used by hospitals for Clinical year candidates include student's cumulative GPA, letters of recommendation, personal interviews, and college affiliation. Students are encouraged to maintain a minimum 3.0 GPA in order to be viable Clinical year candidates. Completion of course work, including clinical experience, is required before a student is eligible to take the National Registry Examination.

Should a student elect not to continue in the Medical Technology Program or not be admitted to the hospital-based professional program, the student can easily switch to a Biology or Physical Science major. Selection of a major other than Biology or Physical Science may require additional course work. Students not accepted for the Clinical year of study may reapply the following year.

The Clinical year is normally a twelve-month program beginning in August of a student's senior year. Students will register with the college during the Clinical year of study; however, no tuition is remitted to the College. The College Financial Aid Office remains available for assistance. Students are permitted to participate in the formal spring graduation ceremony at the College even though the Clinical year program is still in progress.

York College is affiliated with York Hospital, York, Pa.; Rolling Hill Hospital, Elkins Park, Pa.; Saint Joseph Hospital, Lancaster, Pa.; and Lancaster General Hospital, Lancaster, Pa. The programs of study vary somewhat with each hospital. Students may pursue the senior clinical year of study at the affiliate hospitals or NAACLS approved non-affiliate programs.



Programs of Study

MEDICAL TECHNOLOGY (continued)

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Principles of Biology	4
General Chemistry	8
Behavioral and Social Sciences Electives	6
Foreign Culture	3
Mathematics	6—8
Physical Education	<u>1</u>
	34-36

<i>Sophomore Year</i>	<i>Credits</i>
Foreign Culture	6
Humanities Elective	3
Organic Chemistry	8
Animal Physiology	4
Microbiology	4
Physical Education	2
Sociology	3
Statistics	<u>3</u>
	33

<i>Junior Year</i>	<i>Credits</i>
Speech	3
Humanities Electives	6
Foreign Culture	3
Immunology	4
Psychology	3
American Civilization	3
Physical Education	1
Instrumental Analytical Chemistry	4
Quantitative Analytical Chemistry	4
Biochemistry (Recommended)	<u>4</u>
	35

<i>Senior Year</i>	<i>Credits</i>
Clinical year of study in an NAACLS approved program. Credits for individual courses may vary with program. The courses include:	
Clinical Microbiology, Clinical Chemistry, Clinical Hematology/Coagulation, Clinical Immunohematology, Clinical Immunology/Serology, Clinical Seminar	<u> </u>
	32

MUSIC

Bachelor of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Music Theory I, II	6
Aural Training, I, II	2
Primary Instrument	2
Performance Groups	2
Foreign Culture	6
Humanities Elective (MU260)	3
General Elective**	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Music Theory III, IV	6
Aural Training III, IV	2
Primary Instrument	2
Performance Groups	2
Foreign Culture	6
Mathematics	6
Humanities or Music Elective	3
Physical Education	<u>1</u>
	31

<i>Junior Year</i>	<i>Credits</i>
Laboratory Science	6
Primary Instrument	2
Performance Groups	2
Behavioral and Social Sciences Electives	6
Humanities Electives	6
Music Electives*	6
General Electives**	3
Physical Education	<u>1</u>
	32

<i>Senior Year</i>	<i>Credits</i>
American Civilization	3
Primary Instrument	2
Senior Recital	0
Performance Groups	2
Humanities Electives	6
Behavioral and Social Sciences Elective	3
Music Electives*	6
General Electives**	7
Physical Education	<u>1</u>
	30

* Music electives may be selected from applied music, performance groups, jazz history, counterpoint, music education, music history, orchestration, and independent study.

** General electives should be chosen from those areas of the student's interest which will strengthen career opportunities. Behavioral, social science, and humanities electives should be chosen to combine with and strengthen the student's chosen interests and skills.

York College of Pennsylvania

NUCLEAR MEDICINE TECHNOLOGY Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
* Principles of Biology	4
* General Chemistry (S121, S122)	8
Behavioral & Social Science Electives	3
Foreign Culture	3
* Mathematics (S153, S166)	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Foreign Culture	6
Humanities Elective	3
† * Concepts of Chemistry (S124)	4
* Human A & P	8
* Microbiology	4
Sociology (B185)	3
American Civ.	3
Physical Education	<u>2</u>
	33

<i>Junior Year</i>	<i>Credits</i>
Speech	3
Humanities Electives	6
Foreign Culture	3
Behavioral & Social Science	3
* Biochemistry	4
* Immunology	4
Psychology (B161)	3
* Physics (S184)	4
* Principles of Computer Information Systems	<u>3</u>
	33

<i>Senior Year**</i>	<i>Credits</i>
(Clinical Practicum)	
NM Theory	8
NM Applied Theory	3
NM Clinical Applications	6
NM Practicum	<u>13</u>
	30

† Students must have a minimum grade of 2.0 in each course of General Chemistry (S121 and S122) prior to taking S124.

* Students must have a minimum grade of 2.0 in each of these required courses and nuclear medical technology major courses (*) with an average of 2.3 in science and mathematics courses and must have a cumulative grade point average of 2.3 in order for the college to recommend the student for the clinical year.

** The senior year consists of a hospital practicum at one of the four hospitals of the South Central Pennsylvania Consortium for Nuclear Medicine Technology Training.

NURSING Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition*	6
Mathematics (S153-S163 or advanced courses)*	6
General Psychology*	3
Introductory Sociology*	3
Chemistry* S123-S124	8
Humanities Elective	3
Physical Education	<u>2</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Human Anatomy and Physiology*	8
Microbiology*	4
Human Development and Health Care*	3
Nutrition in Health Care*	3
Speech*	3
Humanities Elective	3
Foreign Culture/Language	3
Physical Education	2
Basic Principles in Nursing Practice	<u>5</u>
	34

<i>Junior Year</i>	<i>Credits</i>
Foreign Culture/Language	6
Humanities Elective	3
Statistics*	3
Behavioral Science Elective	3
Nursing Concepts	6
Nursing Practice	<u>12</u>
	33

<i>Senior Year</i>	<i>Credits</i>
Leadership in Professional Nursing*	3
Research and Professional Nursing Practice*	3
Foreign Culture/Language	3
Elective	3
American Civilization	3
Behavioral Science	3
Nursing Concepts	6
Nursing Practice	<u>10</u>
	34

* For progression to the sophomore year of the nursing major and retention in the nursing major, students must have earned grade point average of 2.5 or better and a minimum of 2.0 in each required supporting course.

Programs of Study

OFFICE ADMINISTRATION

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credit</i>
American Civilization	3
English Composition	6
Principles of Computer Information Systems	3
Foreign Culture	3
Document Creation/Typing	3
Humanities Elective	3
College Algebra	3
General Psychology	3
Business Mathematics	3
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credit</i>
Business Calculus	3
Laboratory Science	6—8
Principles of Marketing	3
Office Procedures	3
Office Simulations or Secretarial Practicum	3
Elementary Accounting	6
Information Administration	3
Speech	<u>3</u>
	30—32

<i>Junior Year</i>	<i>Credit</i>
Principles of Management	3
Economics	6
Communication & Report Writing	3
Business Statistics	3
Office Administration	3
Introduction to Finance or Cost Accounting I	3
Electives	3
Foreign Culture/Language	3
Introduction to Sociology	3
Physical Education	<u>2</u>
	32

<i>Senior Year</i>	<i>Credit</i>
Business Law I	3
Seminar in Office Automation/Technologies	3
Humanities Elective	6
Organizational Behavior	3
Human Resource Management	3
Foreign Culture/Language	6
Electives	<u>4—6</u>
	28—30

PHYSICAL SCIENCE

Bachelor of Science Degree

The Physical Science major provides a broad education in science with options for concentration in mathematics or one of several physical sciences. It is designed to provide flexibility in career options by requiring an interdisciplinary background. Students may use this major as a basis for entering a professional or graduate school as well as for seeking employment in a mathematics profession or in a variety of laboratory settings including criminal, chemical, environmental, quality control, or research. This background is also suitable for work in the sales and service areas of pharmaceutical, chemical or related industries.

(1) Concentration Courses

<i>Chemistry</i>	<i>Credits</i>
Organic Chemistry	8
Principles of Computer Systems	4
Biochemistry	<u>4</u>
	16

<i>Forensic Science/Criminalistics</i>	<i>Credits</i>
Criminal Investigation	3
Intro to Criminalistics	3
Arson/Bomb/Ballistics	3
Evidence Collection Techniques	3
One from the following	3
Laws of Criminal Evidence	
Principles of Crime Scene Search	
	<u>15</u>

<i>Earth and Space/Geographical Sciences</i>	<i>Credits</i>
Earth and Space Sciences	3
Pennsylvania Geology	3
Intro to Geography	3
Economic Geography	3
One from the following	3
Intro to Cartography	
Intro to Oceanography	
	<u>15</u>

Geography of North America and Survey of Canada are recommended.

<i>Physics</i>	<i>Credits</i>
Engineering Physics III, IV	8
Differential Equations	4
Statics	3
Dynamics	<u>3</u>
	18

Principles of Computer Systems and Intro to CAD are recommended.

York College of Pennsylvania

Mathematics

	Credits
Differential Equations	4
Mathematical Structures	3
Intro to Geometry	3
Abstract Algebra	3
One of the following	3
Pascal Programming	
Fortran Programming	
Basic Programming	
One from the following	3
Advanced Calculus	
Point-Set Topology	
Advanced Geometry	

19

Freshman Year

	Credits
English Composition	6
Principles of Biology	4
General Chemistry	8
Behavioral and Social Sciences Electives	6
Mathematics	6-8
Physical Education	1
	<hr/> 31-33

Sophomore Year

	Credits
Foreign Culture	6
Humanities or Behavioral Social Sciences Electives	3
Behavioral and Social Sciences Electives	3
Physics (Eng. or Gen.)	8
Physical Education	2
Statistics	3
¹ Concentration Courses	4-8
	<hr/> 29-33

Junior Year

	Credits
Speech	3
Humanities Electives	6
Foreign Culture	3
American Civilization	3
² Quantitative Analytical Chemistry	4
² Instrumental Analytical Chemistry	4
Physical Education	1
¹ Concentration Courses	6-9
	<hr/> 30-33

Senior Year

	Credits
Humanities Elective	3
Foreign Culture	3
Physical Science Seminar	3
Special Topics in Physical Science	3
² Independent Study	6
³ Reading and Research in Math Electives	6
	<hr/> 9-12
	<hr/> 33-36

POLITICAL SCIENCE:

Bachelor of Arts Degree

Government Concentration

Freshman Year

	Credits
English Composition	6
Mathematics	6-8
Foreign Culture/Language	6
Introduction to Sociology	3
General Psychology	3
American Civilization I & II	6
Physical Education	2
	<hr/> 32-34

Sophomore Year

	Credits
Introduction to Political Science	3
Laboratory Science	6-8
Introduction to Speech	3
Foreign Culture/Language	6
American Government	3
State & Local Government	3
Principles of Economics (Macro)	3
Humanities Electives	3
Physical Education	2
	<hr/> 32-34

Junior Year

	Credits
Decision Making in the Public Sector	3
Comparative Government	3
International Relations	3
Geography—World & Urban	6
Statistics & Principles of Computer Information Systems	6
Humanities	6
Free Electives	6
	<hr/> 30

Senior Year

	Credits
Foreign Governments*	6
International Economics	3
Political Theory	3
American Foreign Policy	3
Free Electives	6
Parties, Campaigns & Elections	3
Internship	6
	<hr/> 30

² not required in mathematics concentration

³ required only in mathematics concentration

Programs of Study

POLITICAL SCIENCE:

Bachelor of Arts Degree

International Studies Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Western Civilization I & II	6
Intercultural Studies (Intro.)	3
Mathematics	6
Principles of Economics	6
Humanities Elective	3
Physical Education	2
	<u>32</u>

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Foreign Language	6
American Civilization I & II	6
Laboratory Science	6—8
Free Electives*	6
Introduction to Geography	3
Physical Education	2
	<u>32—34</u>

<i>Junior Year</i>	<i>Credits</i>
Foreign Language	6
Intercultural Studies (Intro.)	3
Humanities Electives	6
American Government	3
International Relations	3
Behavioral and Social Sciences Electives*	6
American Foreign Policy	3
	<u>30</u>

<i>Senior Year</i>	<i>Credits</i>
Intercultural Studies (Foreign Government)	6
Comparative Government	3
International Economics	3
War and Peace	3
Free Electives*	15
	<u>30</u>

POLITICAL SCIENCE:

Bachelor of Arts Degree

Public Administration Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	6—8
Foreign Culture/Language	6
Introduction to Political Science	3
Social Science Elective	3
American Civilization I or II	3
Introduction to Public Administration	3
Physical Education	2
	<u>32—34</u>

<i>Sophomore Year</i>	<i>Credits</i>
Laboratory Science	6—8
Introduction to Speech	3
Foreign Culture/Language	6
American Government	3
State & Local Government	3
Social Science Electives	6
Humanities Electives	3
Physical Education	2
	<u>32—34</u>

<i>Junior Year</i>	<i>Credits</i>
Decision Making in the Public Sector	3
American Foreign Policy	3
Statistics	3
Campaigns and Elections	3
Urban Geography	3
Politics of Public Policy	3
Humanities Electives	6
Free Electives	6—9
	<u>30—33</u>

<i>Senior Year</i>	<i>Credits</i>
Readings in Public Administration	3
Public Finance	3
Management Electives	6
Principles of Computer Information Systems	3
Free Electives	9—12
Internship	6
	<u>30—33</u>

PSYCHOLOGY MAJOR

Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
General Psychology	3
Introductory Sociology	3
Mathematics	6
Language or Intercultural Studies	6
Humanities Electives	6
Physical Education	2
	<u>32</u>

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Biology	6—8
Statistics	3
Language or Intercultural Studies	6
Social Science Electives	6
Psychology Electives	6
Physical Education	2
	<u>32—34</u>

* See Political Science Listings

York College of Pennsylvania

<i>Junior Year</i>	<i>Credits</i>
History and Systems	3
Experimental Psychology or Research Methods	3
Psychology Electives	6
Data Analysis with SPSS	1
Humanities Electives	6
Electives	<u>9</u>
	28

<i>Senior Year</i>	<i>Credits</i>
Clinical or Abnormal Psychology	3
Physiological Psychology	3
Psychology electives	6
Behavioral Science Seminar	3
Electives	12
American Civilization	<u>3</u>
	30

RECREATION AND LEISURE ADMINISTRATION Bachelor of Science Degree General Accreditation

<i>Freshman Year</i>	<i>Credits</i>
Recreation & Leisure in Modern Society	3
Leadership in Recreation and Leisure Activities	3
General Psychology	3
Introduction to Sociology	3
English Composition	6
Foreign Culture	6
Humanities Electives	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Behavioral Sciences Electives	3—6
Recreation and Leisure Elective	3
Recreation Practicum	3
Intro. to Therapeutic Recreation	3
Speech	3
Math	6
Foreign Culture	6
Physical Education	<u>2</u>
	29—32

<i>Junior Year</i>	<i>Credits</i>
Recreation & Leisure Electives	9
Science	6—8
Humanities Elective	3—6
American Civilization	3
Free Electives	<u>9</u>
	30—35

<i>Senior Year</i>	<i>Credits</i>
Seminar in Recreation and Leisure Studies	3
Internship	9
Recreation Elective	6
Free Electives	9
Recreation Administration	<u>3</u>
	30

RESPIRATORY THERAPY Bachelor of Science Degree In cooperation with York Hospital

<i>Freshman Year</i>	
<i>Fall</i>	
College Algebra	3
English Composition	3
General Psychology	3
General Chemistry	4
Foreign Culture	3
Physical Education	<u>1</u>
	17

<i>Spring</i>	
American Civilization	3
English Composition	3
College Math	3
General Chemistry	4
Introduction to Sociology	<u>3</u>
	16

<i>Sophomore Year</i>	
<i>Summer</i>	
Basic Science for Respiratory Therapy	3
Principles of Biology	<u>4</u>
	7

<i>Fall</i>	
Human Anatomy and Physiology	4
Medical Terminology	1
Cardio-pulmonary Disease	3
Bronchopulmonary Hygiene	3
Oxygen Therapy and CPR	3
Clinical Practice I	<u>1</u>
	15

<i>Spring</i>	
Human Anatomy and Physiology	4
Pulmonary Function Testing	2
Mechanical Ventilation	4
Clinical Practice II	2
Introduction to Speech	3
Physical Education	<u>1</u>
	16

Programs of Study

<i>Junior Year</i>	
<i>Summer</i>	
Clinical Practice IV	1
Evaluation of the Patient with Pulmonary Disease	<u>2</u>
	3
<i>Fall</i>	
General Physics	4
Pulmonary Physiology	3
Clinical Practice V	1
Humanities Elective	3
Foreign Culture	3
Physical Education	<u>1</u>
	15
<i>Spring</i>	
Microbiology	4
Foreign Culture	3
Clinical Practice VI	1
Cardiac Physiology	2
Pediatric Respiratory Therapy	2
Organization and Administration of Health Care Facilities	<u>3</u>
	15
<i>Senior Year</i>	
<i>Summer</i>	
Clinical Practice VIII	1
<i>Fall</i>	
Fundamentals of Medical Science	3
Clinical Practice IX	1
Independent Study in Respiratory Therapy	1
Humanities/Social Science Electives	6
Physical Education	<u>1</u>
	12
<i>Spring</i>	
Respiratory Therapy Seminar	2
Fundamentals of Medical Science	3
Clinical Practice X	1
Foreign Culture	3
Humanities/Social Science Electives	<u>6</u>
	15

SOCIOLOGY MAJOR Bachelor of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
General Psychology	3
Introductory Sociology	3
Mathematics	6
Foreign Culture	6
Humanities Electives	6
Physical Education	<u>2</u>
	32
<i>Sophomore Year</i>	<i>Credits</i>
American Social Problems	3
Lab Science	6-8
Humanities or Social Sciences	6
Statistics	3
Foreign Culture	6
Sociology Electives	<u>6</u>
	30-32
<i>Junior Year</i>	<i>Credits</i>
Development of Sociology Theory	3
Contemporary Sociological Theory	3
Research Methods	3
Data Analysis with SPSS	1
Humanities or Social Sciences	6
Speech	3
Sociology Elective	3
Electives	6
Physical Education	<u>2</u>
	30
<i>Senior Year</i>	<i>Credits</i>
Behavioral Science Seminar	3
Sociology Electives	9
Electives	15
American Civilization	<u>3</u>
	30

York College of Pennsylvania

SPEECH

Bachelor of Arts Degree

Radio and Television Concentration

Freshman Year

Credits

English Composition	6
Mathematics/Lab Science	6—8
Behavioral Science Elective	3
Humanities Elective*	3
Foreign Culture	3
Free Electives	3
Speech Performance	3
Introduction to Speech	3
Radio-TV Practicum	1
Physical Education	1

32—34

Sophomore Year

Credits

Foreign Culture	3
Mathematics/Lab Science	6—8
Behavioral Science Elective	3
Radio-TV Writing	3
American Civilization	3
Principles of Communication	3
Survey of Radio-Television	3
Television Production	3
Radio Production	3
Radio-TV Practicum	1
Physical Education	1

32—34

Junior Year

Credits

Humanities Elective	9
Behavioral Science Electives	3
Foreign Culture	3
Area Elective	3
Mass Communication	3
Group Discussion	3
Persuasion	3
Free Elective	3
Radio-TV Practicum	1
Physical Education	1

32

Senior Year

Credits

Humanities Electives	6—9
Behavioral Science Elective	3
Foreign Culture	3
Communications Seminar	3
Area Electives	6
Free Electives	3—8
Physical Education	1

28—36

* Students must take a minimum of six credits of literature as part of their humanities electives and a minimum of nine credits of humanities courses at the 300 level or above.

Students must receive a grade of "2" or better in each course within the major and in E101, E102 and E204 to qualify for graduation.

SPEECH

Bachelor of Arts Degree

Speech Concentration

Freshman Year

Credits

English Composition	6
Mathematics/Lab Science	6—8
Behavioral Science Elective	3
Humanities Elective*	3
Foreign Culture	3
Speech Performance	3
Introduction to Speech	3
Speech Practicum	1
Physical Education	1

29—31

Sophomore Year

Credits

Foreign Culture	3
Lab Science/Mathematics	6—8
Behavioral Science Elective	3
American Civilization	3
Humanities Elective	3
Principles of Communication	3
Oral Interpretation	3

Technical or Communication and
Report Writing or Advanced Composition

Free Elective	3
Speech Practicum	1
Physical Education	1

32—34

Programs of Study

<i>Junior Year</i>	<i>Credits</i>
Humanities Elective	3
Behavioral Science Electives	6
Foreign Culture	3
Area Elective	3
Mass Communication	3
Group Discussion	3
Persuasion	3
Free Elective	3
Speech Practicum	1
Physical Education	<u>1</u>
	29

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	3
Humanities Electives	6—9
Advanced Public Speaking	3
Communications Seminar	3
Area Electives	6
Free Electives	6—11
Physical Education	<u>1</u>
	31—33

* Students must take a minimum of six credits of literature as part of their humanities electives and a minimum of nine credits of humanities courses at the 300 level or above.

Students must receive a grade of "2" or better in each course within the major and in E101, E102, and E204 to qualify for graduation.

SPEECH

Bachelor of Arts Degree Theatre Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics/Lab Science	6—8
Behavioral Science Elective	3
Humanities Elective*	3
Foreign Culture	3
Speech Performance	3
Introduction to Speech	3
Theatre Practicum	1
Physical Education	<u>1</u>
	29—31

<i>Sophomore Year</i>	<i>Credits</i>
Foreign Culture	3
Mathematics/Lab Science	6—8
Behavioral Science Elective	3
American Civilization	3
Humanities Elective	3
Principles of Communication	3
Introduction to Theatre	3
Oral Interpretation	3
Stagecraft	3
Theatre Practicum	1
Physical Education	<u>1</u>
	32—34

<i>Junior Year</i>	<i>Credits</i>
Acting	3
Humanities Elective	3
Behavioral Science Elective	3
Foreign Culture	3
History of Theatre	3
Area Elective	3
Mass Communication	3
Group Discussion	3
Persuasion	3
Free Elective	3
Theatre Practicum	1
Physical Education	<u>1</u>
	32

<i>Senior Year</i>	<i>Credits</i>
Foreign Culture	3
Humanities Electives	6—9
Shakespeare	3
Behavioral Science Elective	3
Communications Seminar	3
Area Electives	3
Free Electives	6—11
Physical Education	<u>1</u>
	28—36

* Students must take a minimum of six credits of literature as part of their humanities electives and a minimum of nine credits of humanities courses at the 300 level or above.

Students must receive a grade of "2" or better in each course within the major and in E101, E102 and E204 to qualify for graduation.

York College of Pennsylvania

THE ASSOCIATE DEGREE

Graduation Requirements

The degree requirements binding on the student are those in effect as of the date a student first takes a course after officially declaring a major (matriculation into that major). These requirements are listed on the program checklist.

At the beginning of the semester in which the student hopes to complete all degree requirements it is necessary to submit an application for the degree. This application should be obtained from and returned to the Records Office within the first three weeks of the semester.

1. Have successfully completed at least 60 credit hours (plus 2 Physical Education credits). The last 30 of these must be earned at York College.
2. Have a cumulative quality point index of at least 2.0.
3. Meet the following curriculum requirements:
 - A. *General Requirements*
 - (1) Three semesters of communication skills, including E101-102, English Composition. The third course should be chosen from CM204, Introduction to Speech, E220, Communications and Report Writing, or a literature course. (E100 Fundamentals of English will not satisfy this requirement.) All students must receive a grade of "2" or better in E101 before enrolling in E102.
 - (2) Two semesters of Mathematics or Laboratory Science.
 - (3) Two semesters of Social and/or Behavior Sciences.
 - (4) One semester of Humanities.

This requirement may be met by taking any course in art, literature, music, philosophy, religion, or theater arts, with the exception that performance, skill, or studio courses may *not* be used to fulfill this requirement. Those courses which fit this category would include sculpture, painting, photography, band, choir, theater workshop, introduction to film, etc.

B. *Additional courses approved by:*

- (1) An advisor in the department in which the student is majoring.
- (2) The Director of Advising for those with no specific major.

C. *Two physical education credits*

Physical education skills courses may not be counted as part of the minimum 60 credit hours required for an associate degree.

4. While only one Associate Degree may be received from York College of Pennsylvania, more than one concentration may be completed and designated on the transcript.

An Associate of Science degree may be obtained with majors in the following areas:

Biology
Business Administration
Chemistry
Computer Information Systems
Corrections
Criminalistics
Engineering
General Studies
Law Enforcement
Mathematics
Physics
Radio-Television
Real Estate
Respiratory Therapy
Retailing
Secretarial Specialist:
 Executive
 Medical
 Legal
Security

An Associate of Arts degree may be obtained in the following disciplines:

Art
General Studies
Language
Music
Philosophy
Political Science

The General Program leading to an Associate Degree is as follows:

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Laboratory Science	6—8
Physical Education	2
Electives	18
	<hr/> 32—34

<i>Sophomore Year</i>	<i>Credits</i>
Behavioral or Social Sciences Electives	6
Humanities Elective	3
English Electives	3
Electives	16—18
	<hr/> 28—30

Details regarding a particular Associate Degree might be obtained from the Director of Advising or the Department Chairperson.

Programs of Study

Certificate for Early Childhood Education

This program is designed for individuals who are presently working or interested in working with preschool children. It is designed to provide and/or improve the knowledge and skills of people working in day care centers, nursery schools and other preschool institutions. Courses taken for the certificate are approved college level courses and are acceptable for continued academic work. Completion of this program should not be equated to state certification in Early Childhood Education at the baccalaureate level.

Courses required for a Certificate in Early Childhood Education:

	Credits
EE210 Early Childhood Curriculum	3
CM204 Introduction to Speech	3
B360 Developmental Psychology	2
E101 English Composition	3
EE310 Physical Education and Recreational Activities	2
L191 Conversational Spanish or E150 Beg. Sign Language	1
EE407 Reading Readiness	3
A374 Art Education for Elementary Teachers	3
EE211 Practicum in Early Childhood Education	3

Certificate for Respiratory Technician In cooperation with York Hospital

Students completing this program will be awarded a Certificate in Respiratory Therapy and are qualified to take the Certified Respiratory Therapy Technician (CRTT) examination administered by the National Board for Respiratory Therapy (NBRT).

Summer	Credits
College Algebra	3
Principles of Biology	4
Basic Science for Respiratory Therapy	3
	10

Fall	Credits
Human Anatomy and Physiology	4
Medical Terminology	1
Cardiopulmonary Diseases	3
Bronchopulmonary Hygiene	3
Oxygen Therapy and Cardiopulmonary Resuscitation	3
Clinical Practice I	1
	15

Spring	Credits
Human Anatomy and Physiology	4
Pulmonary Function Testing	2
Pediatric Respiratory Therapy	2
Mechanical Ventilation	4
Clinical Practice II	2
	14

Summer	Credits
Clinical Practice III	4

ASSOCIATE DEGREES (Listed alphabetically)

ART

Associate of Arts Degree

Freshman Year	Credits
English Composition	6
Math and/or Science	6
Design I and II*	6
Drawing I and II	6
Social or Behavioral Sciences Elective	3
Art Appreciation	3
Physical Education	1
	31

Sophomore	Credits
Communication Elective	3
Art History I and II*	6
Painting I and II	6
Sculpture I and II	6
Electives	6
Social or Behavioral Sciences Elective	3
Physical Education	1
	31

* Depending upon when offered these courses may be taken either the Freshman or Sophomore year.

BIOLOGY†

Associate of Science Degree

Freshman Year	Credits
English Composition	6
Mathematics	6
Biology BS111	4
Zoology	4
General Chemistry	8
Humanities Elective	3
	31

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<i>Sophomore Year</i>	<i>Credits</i>
Genetics	4
Botany	4
Organic Chemistry or Concepts of Chemistry II plus Biochemistry	8
English Elective	3
Social or Behavioral Sciences Electives	6
Biology Elective	4
Physical Education	<u>2</u>
	31

BUSINESS ADMINISTRATION Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Mathematics	3
Mathematics or Laboratory Science	3
Supervisory Management	3
Principles of Computer Information Systems	3
Humanities Elective	3
*Free Electives	9
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Communications & Report Writing	3
Speech	3
Principles of Economics	6
Elementary Accounting	6
Principles of Marketing	3
Business Statistics	3
Business Law I	3
Business Elective	<u>3</u>
	30

* For students planning to transfer or to continue in a four-year program, these electives should be taken in the social/behavioral sciences, humanities or foreign culture/language areas.

CHEMISTRY†

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
General Chemistry	8
General Physics	8
Mathematics	6
Humanities Elective	3
Social or Behavioral Sciences Elective	<u>3</u>
	34

<i>Sophomore Year</i>	<i>Credits</i>
English Elective	3
Organic Chemistry	8
Quantitative Analytical Chemistry	4
Instrumental Analytical Chemistry	4
Social or Behavioral Sciences Elective	3
Electives	8
Physical Education	<u>2</u>
	32

† Suitable courses are available so that many programs of study might be scheduled. For example, in the professional areas, there are courses for pre-medicine, pre-osteopathy, pre-pharmacy, pre-veterinary medicine, podiatry, and pre-optometric. In certain more specialized fields, there are courses for mineralogy, oceanography as well as physical geology. Other possibilities for areas of study not listed above should be discussed with the Departmental Chair.

COMPUTER PROGRAMMING

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
Principles of Computer Information Systems	3
*Pascal Programming	3
Humanities Elective	3
English Composition	6
Mathematics	3
Mathematics or Laboratory Science	3
Supervisory Management	3
Elementary Accounting	6
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
*COBOL Programming	3
*Advanced COBOL Programming	3
Speech	3
Principles of Economics	6
Data Structures and Algorithms	3
Principles of Marketing	3
Free Electives	9
Physical Education	<u>1</u>
	31

* Only ONE computer language course may be taken in a semester.

CRIMINAL JUSTICE

Associate of Science Degree

Law Enforcement Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6—8
General Psychology	3
Introduction to Sociology	3
Humanities Elective	3
Police Science Electives	6
Elective	3
Physical Education	<u>1</u>

Programs of Study

<i>Sophomore Year</i>	<i>Credits</i>
Technical Writing	3
Criminology	3
Police Science Electives	12
Electives	12
Physical Education	<u>1</u>
	31

CRIMINAL JUSTICE Associate of Science Degree Criminalistics Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Technical Writing	3
Introduction to Criminalistics	3
Lab Science	3-4
General Psychology	3
Introduction to Sociology	3
Humanities Electives	3
Law Enforcement Elective	3
Electives	3
Physical Education	<u>1</u>
	31—32

<i>Sophomore Year</i>	<i>Credits</i>
Lab Science	3—4
Law Enforcement Elective	3
Criminal Investigation	3
Math	3
Criminalistics Electives	9
Electives	9
Physical Education	<u>1</u>
	31—32

CRIMINAL JUSTICE Associate of Science Degree Corrections Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6—8
General Psychology	3
Introduction to Sociology	3
Humanities Elective	3
Corrections Electives	6
Elective	3
Physical Education	<u>1</u>
	31—33

<i>Sophomore Year</i>	<i>Credits</i>
Speech or Technical Writing	3
Criminology	3
Corrections Electives	9
Human Service Techniques	3
Electives	12
Physical Education	<u>1</u>
	31

CRIMINAL JUSTICE Associate of Science Degree Security Concentration

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6—8
General Psychology	3
Introduction to Sociology	3
Humanities Electives	3
Security Electives	6
Elective	3
Physical Education	<u>1</u>
	31—33

<i>Sophomore Year</i>	<i>Credits</i>
Speech or Technical Writing	3
Criminology	3
Security Electives	12
Electives	12
Physical Education	<u>1</u>
	31

ENGINEERING Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
Analytic Geometry & Calculus	8
Descriptive Geometry	2
Engineering Drawing	2
English Composition	6
Social or Behavioral Sciences Electives	6
Humanities	3
Physical Education	<u>1</u>
	28

<i>Sophomore Year</i>	<i>Credits</i>
Calculus III	4
General Chemistry	8
Differential Equations	4
Engineering Physics	8
Speech	3
Physical Education	<u>1</u>
	28

York College of Pennsylvania

<i>Junior Year</i>	<i>Credits</i>
Engineering Physics	8
Statics	3
Dynamics	3
Strength of Materials	<u>3</u>
	17

LANGUAGE*

Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Language	6
Math or Lab Science	6
Humanities Elective	3
Social or Behavioral Sciences Electives	6
Elective	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
English Elective	3
Language	6
Introduction to Indo-European Languages and Folklore	3
Recommended Electives:	18
History of Western Civilization	
European Intellectual History	
Modern Europe	
Physical Education	<u>1</u>
	31

* Concentration in one language required, except for classical language major (Greek, Latin, Hebrew).

MATHEMATICS

Associate of Science Degree

<i>Freshman Year</i>	<i>Credit</i>
English Composition	6
Social or Behavioral Science Electives	6
Electives	4
Analytic Geometry & Calculus	8
Humanities Elective	3
Physical Education	1
Computer Language	<u>3</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Laboratory Science	8
Calculus III	4
Differential Equations	4
Mathematics Elective	3
Electives	11
Physical Education	<u>1</u>
	31

MUSIC

Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Music Theory I, II	6
Aural Training I, II	2
Primary Instrument	2
Performance Groups	2
Mathematics or Science	6
Humanities Elective (MU260)	3
General Elective**	3
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Music Theory III & IV	6
Aural Training III & IV	2
Primary Instrument	2
Performance Groups	2
Communication Elective	3
Behavioral and Social Sciences Elective	6
Music Electives*	3
General Electives**	6
Physical Education	<u>1</u>
	31

* Music electives may be chosen from applied music, music education, performance groups, and jazz history.

**General electives should be chosen from those areas of the student's interest which will strengthen career opportunities. Behavioral and social science electives should be chosen to combine with and strengthen the student's chosen interests and skills.

PHILOSOPHY

Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6—8
Social or Behavioral Sciences Electives	6
Introduction to Philosophy	3
Electives	9
Physical Education	<u>1</u>
	31—33

<i>Sophomore Year</i>	<i>Credits</i>
English Elective	3
Critical Thinking	3
Contemporary Philosophy	3
Humanities Elective	3
Philosophy Elective	3
Electives	15
Physical Education	<u>1</u>
	31

Programs of Study

PHYSICS

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Social or Behavioral Sciences Electives	6
Analytic Geometry & Calculus	8
Humanities Elective	3
Physical Education	<u>1</u>
	24

<i>Sophomore Year</i>	<i>Credits</i>
Engineering Physics	8
Calculus III	4
Differential Equations	4
Electives	4
Speech	3
Physical Education	<u>1</u>
	24

<i>Additional Required Courses</i>	<i>Credits</i>
Engineering Physics	8
Statics	3
Dynamics	<u>3</u>
	14

POLITICAL SCIENCE

Associate of Arts Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Math or Lab Science	6
American Civilization I & II	6
American Government	3
State & Local Government	3
Intercultural Studies (Intro. & Contemporary)	6
Physical Education	<u>1</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Economics	6
Comparative Government	3
American Constitutional Thought or Political Theory	3
International Relations	3
Urban Geography	3
English Elective	3
Humanities Elective	3
Electives	6
Physical Education	<u>1</u>
	31

RADIO-TELEVISION

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Speech Performance	3
Introduction to Speech	3
Social and Behavioral Sciences Electives	6
Humanities Elective	3
Science and/or Mathematics	6-8
Free Elective	<u>3</u>
	30-32

<i>Sophomore Year</i>	<i>Credits</i>
Introduction to Theatre	3
Oral Interpretation	3
Radio Production	3
Television Production	3
Radio-TV Writing	3
Journalism	3
Free Electives	7-9
Introduction to Radio-TV	3
Physical Education	<u>2</u>
	30-32



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REAL ESTATE

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
Real Estate Fundamentals*	2
English Composition	6
Supervisory Management	3
Principles of Marketing	3
Elementary Accounting	6
Mathematics	3
Mathematics or Laboratory Science	3
Real Estate Practice*	2
Elective	<u>3</u>
	31

<i>Sophomore Year</i>	<i>Credits</i>
Real Estate Electives*	8
Economics	6
Speech	3
Humanities Elective	3
Personal Selling	3
Elective	3
Principles of Computer Information Systems	3
Physical Education	<u>2</u>
	31

* Real estate courses are offered only in the evening.

RESPIRATORY THERAPY

Associate of Science Degree*

In cooperation with York Hospital

<i>Freshman Year</i>	<i>Credits</i>
<i>Summer</i>	
College Algebra	3
Principles of Biology	4
Basic Science for Respiratory Therapy	<u>3</u>
	10

<i>Fall</i>	<i>Credits</i>
Human Anatomy and Physiology	4
Medical Terminology	1
Cardiopulmonary Diseases	3
Bronchopulmonary Hygiene	3
Oxygen Therapy and Cardiopulmonary Resuscitation	3
Clinical Practice I	1
English Composition	<u>3</u>
	18

<i>Spring</i>	<i>Credits</i>
Human Anatomy and Physiology	4
Pulmonary Function Testing	2
Mechanical Ventilation	4
English Composition	3
Clinical Practice II	2
Physical Education	<u>1</u>
	16

<i>Sophomore Year</i>	<i>Credits</i>
<i>Summer</i>	
Psychology, Humanities, Social Science Electives	6
Clinical Practice IV	1
Evaluation of the Patient with Pulmonary Disease	<u>2</u>
	9

<i>Fall</i>	<i>Credits</i>
Pulmonary/Renal Physiology and Pharmacology	3
General Chemistry	4
General Physics	4
Speech	3
Clinical Practice V	1
Physical Education	<u>1</u>
	16

RETAILING

Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Elementary Accounting	6
Supervisory Management	3
Principles of Marketing	3
Humanities Elective	3
Mathematics	3
Mathematics or Laboratory Science	3
Elective	3
Physical Education	<u>1</u>
	31

Programs of Study

<i>Sophomore Year</i>	<i>Credits</i>
Principles of Economics	6
Principles of Computer Information Systems	3
Retailing	3
Retail Buying	3
Personal Selling	3
Fashion Marketing	3
Speech	3
Elective	6
Physical Education	<u>1</u>
	31

SECRETARIAL—EXECUTIVE SPECIALIST Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Social and/or Behavioral Sciences	
Electives	6
Mathematics of Business**	3
Principles of Computer Information Systems	3
¹ Shorthand*	6
Typing: Document Creation/Processing	6
Physical Education	<u>2</u>
	32

<i>Sophomore Year</i>	<i>Credits</i>
Supervisory Management	3
Information Administration	3
Electives	6
Elementary Accounting I**	3
Speech	3
Office Procedures	3
Shorthand Transcription	3
Office Simulations or Secretarial Practicum	3
Humanities Elective	3
² Communication & Report Writing	3
² Human Resource Management	3
² Office Administration	<u>3</u>
Minimum	30

¹ Required for shorthand option.

² Required for non-shorthand option.



SECRETARIAL—LEGAL SPECIALIST Associate of Science Degree

<i>Freshman Year</i>	<i>Credits</i>
English Composition	6
Social and/or Behavioral Sciences	
Electives	6
Mathematics of Business**	3
Humanities Elective	3
Shorthand* (recommended)†	6
Typing: Document Creation/Processing	6
Citizen and the Court	<u>3</u>
	33

<i>Sophomore Year</i>	<i>Credits</i>
Speech	3
Elementary Accounting I**	3
Office Procedures	3
Shorthand Transcription (recommended)†	3
Office Simulations or Secretarial Practicum	3
Information Administration	3
Supervisory Management	3
Business Law	6
Physical Education	<u>2</u>
	29

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SECRETARIAL—MEDICAL SPECIALIST

Associate of Science Degree

Freshman Year

	Credits
English Composition	6
Social or Behavioral Sciences Elective	3
Biology BS100	3
Typing: Document Creation/Processing	6
Shorthand* (recommended)#	6
Mathematics of Business**	3
Medical Terminology	3
Physical Education	2
	<u>32</u>

Sophomore Year

	Credits
Information Administration	3
Speech	3
Anatomy & Physiology	8
Shorthand Transcription (recommended)#	3
Office Simulations or Secretarial Practicum	3
Office Procedures	3
Elementary Accounting I**	3
Humanities Elective	3
Social or Behavioral Science electives	3
	<u>32</u>

* First semester may be waived upon successful completion of an exemption examination. Credits must then be taken in other areas.

** In this curriculum, Accounting and Mathematics of Business will fulfill the Mathematics requirements.

If Shorthand is not elected, EE307 is required along with electives.

† If Shorthand, is not elected, M105 is required along with electives.



Course Descriptions

Accounting	105
Advanced History Courses	132
American History	131
Anthropology	86
Applied Music Courses	141
Aquatic Activities	122
Art Appreciation and History	136
Art Education	138
Behavioral Science Department	86
Biological Science Department	95
Business Administration Department	104
Business Education	106
Chemistry	148
Computer Information Systems/Programming	108
Criminal Justice	87
Criminalistics	87
Economics and Finance	110
Education Department	115
Engineering	149
English and Humanities Department	122
European History	130
Foreign Languages	125
Geography	130
Gerontology	90
Government/Public Administration	134
Health Record Administration	98
History and Political Science Department	129
History — The Third World	133
Individual Sports	121
Intercultural Studies	133
Long-Term Care Administration	90
Management	110
Marketing and Retailing	113
Mathematics	149
Medical Technology	151
Military Science	135
Music, Art and Speech Communication Department	136
Music	141
Music Education Courses	144
Music — Historical and Theoretical Courses	143
Nuclear Medicine Technology	100
Nursing	144
Office Administration	106
Performance Courses	142
Philosophy	128
Physical Education	120
Physical Science	151
Physical Sciences Department	147
Physics	152
Professional Education	117
Psychology	91
Radio-Television	140
Real Estate	115
Recreation and Leisure Administration	92
Religion	129
Respiratory Therapy	101
Secretarial	106
Security	87
Sociology	93
Speech Communication	138
Studio Courses	137
Team Sports	120
Visual Arts	136

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BEHAVIORAL SCIENCE DEPARTMENT

Behavioral Science combines sociology's study of group life with psychology's study of individual behavior.

A major in Behavioral Science is designed to provide preparation for entry into vocations where behavioral science training is desirable (e.g., governmental institutions, social agencies, and industry).

Major requirements are 24 hours in the Behavioral Sciences including B161, B185, B362 or B384, B491, and a course in Anthropology. Additional requirements are two semesters of Biology, B260 (Statistics), and B261 (Data Analysis with S.P.S.S.).

An internship is available with local agencies which allows qualified students to apply theory to realistic situations.

B260 Basic Statistics for the Behavioral Sciences

Course is designed to prepare the student for the application of elementary statistical tools to laboratory/field research projects and journal projects/publication preparation. Topics include descriptive statistics as tools to summarize and describe groups of data, inferential statistics including parametric and non-parametric hypothesis testing as tools for making inferences about population from samples. Prerequisite: S153 or equivalent.

3 class periods. 3 credit hours.

B261 Data Analysis with SPSS

Fall-Spring Semesters

An introduction to the computer as a research tool in the social sciences. Students will learn fundamental concepts of the computer and analyze data by independently creating and running SPSS programs. Prerequisite: B260.

1 class period. 1 credit hour.

B491 Behavioral Science Seminar

Fall-Spring Semesters

Individual inquiry under faculty supervision in areas pertinent to the student and aimed at integrating the major area by dealing with current developments and theories. Required of Psychology and Sociology majors. Prerequisite: Major of senior standing.

3 class periods. 3 credit hours.

B421, B422 Behavioral Science Internship Program

Fall-Spring Semesters

A program that provides on-the-job experiences in the application of the Behavioral Sciences. The student spends a minimum of 120 hours per semester with a selected agency in the performance of meaningful tasks

within the agency. In addition, conferences with the supervising professor and bi-weekly period provide for integration of the student's academic and agency work. The internship provides an opportunity to explore job possibilities as well as making academic work more meaningful through application of theoretical principles. Prerequisites: Permission of instructor.

3 credit hours each semester.

B498, B499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credits hours each semester.

The above courses are used by many departmental majors.

Anthropology

B203 Introduction to Physical Anthropology and Archaeology

Fall Semester

An introductory survey of the principles and findings in the fields of human paleontology, physical anthropology, and archaeology.

3 class periods. 3 credit hours.

B205 Introduction to Cultural Anthropology

Spring Semester

The study of culture and its major systems, including language, economic, political, and kinship systems.

3 class periods. 3 credit hours.

B305 Advanced Physical Anthropology: Human Paleontology

Spring, even numbered years

A study of procedures and techniques used by physical anthropologists and archaeologists in excavating, analyzing and interpreting human skeletal remains. Emphasis will be placed on student work with human skeletal remains in a laboratory setting. Prerequisite: B203.

3 class periods. 3 credit hours.

B306 Chinese Culture

Introductory survey of the Chinese culture through studying ancient Chinese hieroglyphs with emphasis on social institutions, religion and folk literature.

3 class periods. 3 credit hours.

Course Descriptions

B317 Anthropology of Aging

Fall, odd numbered years

This course provides a cross-cultural perspective on aging experiences. It explores trends which may increase life satisfaction by analyzing the factors of successful aging. Can be used to satisfy a minor in Gerontology.

3 class periods. 3 credit hours.

B325 Culture and Personality

Fall, odd numbered years

A study of how culture affects the individual's personality with an emphasis on cross-cultural child rearing practices, role analysis, mental illness, and national character.

3 class periods. 3 credit hours.

B335 Selected Topics in Cultural Anthropology

Fall, even numbered years

The central emphasis in this course will be on the topics of material culture, world view, and religion. In addition to these regularly presented topics, cultural anthropology subjects of interest to both the professor and students will be discussed in seminar presentations.

3 class periods. 3 credit hours.

Criminal Justice

This curriculum is designed to prepare students for a career within the criminal justice system, to provide in-service students with knowledge and skills needed for career advancement, and to prepare capable students for graduate school.

York College requirements and recommended programs of study appear in another section of the catalog; however, a student should work closely with his advisor to tailor his program to the student's career aspirations. A thirty-hour *certificate* is available for in-service students which consists of twenty-one semester hours in Criminal Justice courses and nine semester hours in Behavioral Science and Communications.

An *Associate of Science* degree consists of a minimum of eighteen semester hours in Criminal Justice courses plus nine semester hours of B185, B161, B311. The *Bachelor of Science* degree consists of twenty-seven semester hours in Criminal Justice courses plus eighteen semester hours of B185, B161, B311, E220, PS241, and PS242.

An academic minor is available in Corrections, Criminalistics, and Security. These minors consist of fifteen to eighteen credit hours of specified courses taken within a discipline. Academic minors help to broaden and diversify a student's career potential through structured coursework in specialized disciplines.

CORRECTIONS

The objectives of the Corrections program are: (1) To provide the student with an in-depth understanding of Corrections on the federal, state and local level; (2) To familiarize the student with the various correctional treatment approaches; (3) To inform the student of the functions and operations of probation, parole and institutional corrections; (4) To develop an appreciation of the various legal standards and issues in correctional treatment programs.

CRIMINALISTICS

The objectives of the Criminalistics program are: (1) To provide the student with a specialized education in the criminalistics discipline; (2) To familiarize the student with the different types and forms of physical evidence that a criminal is liable to leave at a crime scene; (3) To provide the student with the proper procedures for conducting a systematic search of crime scenes for physical evidence; (4) To provide the student with the proper procedures for collecting, marking, preserving, packaging, and transporting the various types of physical evidence; (5) To inform the student of the instrumentation and methods of analysis at crime scenes and in the crime laboratory.

LAW ENFORCEMENT

The objectives of the Law Enforcement program are: (1) To provide the student with an in-depth understanding of law enforcement operations on the federal, state and local level; (2) To develop in the student an appreciation of current social problems that confront the law enforcement profession; (3) To familiarize the student with investigative techniques; (4) To educate the student about criminal law and procedural due process as it relates to law enforcement operations.

SECURITY

The objectives of the Security program are: (1) To develop in the student an appreciation of the role that security personnel play within the public and private organizations; (2) To educate the student concerning the theoretical and practical applications of loss control methods; (3) To develop an in-depth understanding of contemporary security measures used to respond to terrorism, internal theft, external criminal attack and other threats to organizations in the public and private sectors; (4) To educate the student about contemporary legal standards and guidelines which regulate the security industry.

A Bachelor of Science degree in Physical Science with a concentration in Criminalistics is also available. See Physical Science.

York College of Pennsylvania

PC100 Orientation to Criminal Justice **Fall Semester**

This course is intended to acquaint the criminal justice student with those various agencies that comprise the criminal justice system. Guest speakers representing city, county, state and federal agencies present informative discussions concerning the employment qualifications, functions, and responsibilities of their respective organizations. This course is graded on a pass/fail basis.

1 class period. 1 credit hour.

PC101 Introduction to the Criminal Justice System*

Fall-Spring Semesters

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

3 class periods. 3 credit hours.

*PC101 Introduction to the Criminal Justice System is a Prerequisite to all Police Science and Corrections (PC) courses.

PC102 Introduction to Private Security **Spring Semester**

A basic overview concerning industrial, commercial, and governmental aspects of security, to include its development and application in various sectors of public and private enterprise. (This is a prerequisite for all security courses.)

3 class periods. 3 credit hours.

PC110 Juvenile Delinquency

Spring Semester

Problem of juvenile delinquency, theories of causation and prevention programs. Police prevention program, juvenile courts, institutional treatment, community resources for prevention, federal and state programs.

3 class periods. 3 credit hours.

PC115 The Citizen and the Court

Spring Semester

A detailed study of legal procedures through which the accused passes from arrest to release. There will be an analysis of safeguards established for the protection of individual liberties.

3 class periods. 3 credit hours.

PC202 Principles of Commercial and Industrial Security

Fall Semester

A comprehensive study of the methods of prevention and control of losses in business and industry, to include detection and application of countermeasures, through the use of mechanical means, planning, and the allocation of personnel and other resources.

3 class periods. 3 credit hours.

PC204 Legal and Regulatory Standards of Private Security

Spring, even numbered years

This course is primarily concerned with federal, state and local laws, regulations, standards, and guidelines that control the practices of private security functions. Included are the laws of arrest, search, seizure, questioning, and federal, state and local regulations pursuant to the safe and legal standards pertaining to the operation of private enterprises.

3 class periods. 3 credit hours.

PC225 Criminal Investigation

Fall Semester

This course will examine the fundamental principles and theories of criminal investigation, with concentration on the following subjects: report writing, sources of information: witnesses, complainants, victims, observation, physical description, identification, interviews, interrogation, modus operandi, informants, surveillance, undercover techniques, crime scene search, collection, preservation, and processing of physical evidence; raids, arrest, search and seizure, case preparation, and courtroom demeanor and testimony.

3 class periods. 3 credit hours.

PC226 Advanced Criminal Investigation

Spring, even numbered years

A course designed to apply the basic fundamentals of investigation in the investigation of specific offenses; homicide, suicide, robbery, rape and sex offenses, burglary, larceny, narcotics, and arson. Prerequisite: PC225.

3 class periods. 3 credit hours.

PC230 Introduction to Criminalistics

Spring Semester

An introduction to the utilization of scientific methods and instrumentation in the analysis of physical evidence at crime scenes and in the laboratory. Topics include: fingerprints, cast and mold development, blood and other body fluids, hair, fibers, tool marks, paint, glass and plastic fragments, ballistics, and specialized instrumentation.

3 class periods. 3 credit hours.

PC237 Law of Criminal Evidence

Spring Semester

A detailed study of the laws by which criminal evidence is admissible into Court trials, including burden of proof, relevance, opinion and hearsay rules, and other vital aspects of legal proof.

3 class periods. 3 credit hours.

Course Descriptions

PC245 The Police and the Community

Fall Semester

An in-depth study of the police subculture with major emphasis on their role and function as well as the sociological and psychological behavioral patterns of police officers. Community perception of the police, including the effects of prejudice, discrimination, discretion, and the concepts of contemporary police-community relations programs will be examined.

3 class periods. 3 credit hours.

PC255 Police Operational Functions

Fall Semester

A comprehensive analysis of the organization, function, and current trends of police operations, pertaining to patrol, investigations, vice and narcotics.

3 class periods. 3 credit hours.

PC301 Security Planning and Supervision

Spring, odd numbered years

The intent of this course is to focus on tenets in regard to organizing, planning, directing, controlling, and coordinating security personnel. Prerequisite: PC102, PC202.

3 class periods. 3 credit hours.

PC302 (PC220) Criminal Law

Fall Semester

Substantive law of crimes and laws of arrest and search are reviewed thoroughly from its Anglo-American common law origins and compared with the new Pennsylvania Crimes Code.

3 class periods. 3 credit hours.

PC323 Arson, Bomb, and Ballistics Investigation

Spring Semester

Methods of scientific analysis are used in the investigation of fires, bombs and explosives, bullets and cartridges. Glass and document evidence are also examined. The value of the evidence and its presentation in court are discussed. Prerequisite: PC230.

3 class periods. 3 credit hours.

PC324 Evidence Collection Techniques

Fall Semester

Methods of scientific analysis are used in the collection, identification and comparison of physical evidence. This includes impressions, casts, toolmarks, hairs, fibers, blood and body fluids. Prerequisite: PC230.

3 class periods. 3 credit hours.

PC335 Community Corrections

Fall Semester

Introductory course to non-institutional treatment of offenders including the correctional places, probation, parole, supervision, legal aspects and research.

3 class periods. 3 credit hours.



PC350 Principles of Crime Scene Search

Fall Semester

This course consists of the factors included in an in-depth crime scene examination, and includes the following: preservation of the scene; note taking; preliminary examination and detailed search procedures and methods; sketching; measurements; photography; collection; marking, packaging, and transporting physical evidence to the laboratory. The process of fingerprinting and developing latent prints is also examined. Prerequisites: PC225 and PC230.

3 class periods. 3 credit hours.

PC351 Criminal Justice Organization and Management

Fall Semester

This course will examine the basic principles of organization and management. Federal, state, county, and municipal criminal justice agencies. The important areas of leadership, planning, discipline and contemporary criminal justice management problem will be analyzed.

3 class periods. 3 credit hours.

PC360 Criminal Justice Practicum

Fall-Spring Semesters

A carefully planned program that provides actual on-the-job experience. Agencies are carefully selected that will provide a variety of experiences of educational value. The student will spend 120-240 hours with a selected criminal justice agency plus conferences with the supervising professor. Prerequisite: Junior standing, 2.0 GPA, and permission of instructor.

3-6 credit hours.

PC401 Law of Corrections

Fall Semester

A study of legal procedures which affect the liberties of inmates, and duties of correctional staff within the institutional and community setting.

3 class periods. 3 credit hours.

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PC333 (PC465) Traffic Administration and Investigation

Spring Semester

An integration of the four "E's" of traffic administration — Engineering, Education, Enforcement and Enactment. Stress is placed on a smooth, efficient flow of traffic while maximizing safety and minimizing deaths, personal injury and property damage.

3 class periods. 3 credit hours.

PC470 Selected Topics in Criminal Justice

A seminar in the field of criminal justice and security which will deal with specific areas of concern to practitioners, students, and interested community members.

3 class periods. 3 credit hours.

PC480 Institutional Corrections

Spring Semester

A study of the court and jury system, probation and parole, individual case studies, correctional institutions, allied agencies and resources, and the State Correctional Program.

3 class periods. 3 credit hours.

PC498, PC499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Gerontology

The following courses are being offered to students who wish to develop some specialization in the field of adulthood and aging (gerontology). These courses will provide basics in the methods, research, and knowledge in the field, will inspire "disciplined curiosity" for future developments, will provide experiences in the present realities of the aging, and confront personal attitudes toward aging and death.

B316 Adulthood and Aging

Spring Semester

A course on the developmental analysis of the changes during the life span in vocational, family and emotional development. Prerequisite: B161.

3 class periods. 3 credit hours.

B318 Social Aspects of Aging

Fall, even numbered years

A study of the traumatic changes in the social environment of the individual brought about by aging. It will include consideration of financial, legal, emotional, social contact and family factors. Prerequisite: B316.

3 class periods. 3 credit hours.

B373 Working with the Elderly

Fall Semester

This course will focus on the skills needed to work successfully with older persons. It will emphasize knowing the client, knowing the available support systems, and helping with the decision-making process to encourage independence and adequate care.

3 class periods. 3 credit hours.

B374 Final Separation: Death and Grief

Spring Semester

This course is a brief survey of thanatology with emphasis on the personal meaning of death and helping with the adjustments of separation.

3 class periods. 3 credit hours.

B445 Psychobiology of Aging

Spring, even numbered years

A survey of the known physiological changes of the aging process and their psychological consequences. Present research in cellular, immunological, perceptual and neurological changes will be emphasized. Prerequisite: B316, BS100.

3 class periods. 3 credit hours.

B450, B451 Practicum in Aging

Fall-Spring Semesters

This course provides on-the-job experience in the application of the Behavioral Sciences. The student spends a minimum of 120 hours per semester in meaningful service to a provider of services for the elderly, and in developing and sustaining programs to meet the needs of the growing older population. It is supervised by careful coordination of Agency and College personnel. Prerequisite: B316 and permission of instructor.

1 class period, 120 hours work.

3 credits each semester.

Long-Term Care Administration

B277 Practicum in Long-Term Care Administration

Provides early field experience by placement with a long-term care facility under the supervision of an approved administrator. The student will spend 120 hours in various departments in the institution, and will meet in periodic class sessions. Prerequisite: Sophomore major.

3 credit hours.

Course Descriptions

B431, B432, B433 Administrator-in-Training

A carefully planned program to provide in-depth experience (with cooperating facilities) in all aspects of long-term care administration. Supplemental seminars, reports and appraisals — credit awarded will be based on length and scope of each program. Prerequisite: Senior major with coordinator's approval.

12 or 15 credit hours. (B431—6 cr., B432—6 cr., B433—3 cr.)

PSYCHOLOGY

Psychology is the science of behavior and the functioning of the individual personality.

A major in psychology is designed to provide preparation for pursuing graduate study and/or entry into vocations where psychological training is desirable (i.e., social agencies, personnel work, government institutions, and industry).

Courses in psychology provide for the needs of additional students in other majors such as nursing, biological sciences, and the liberal arts.

Major requirements are 24 hours of psychology, including B161, B362 or B384, B372, B464, B491 and either B342 or B461. Additional requirements are B260 (Statistics), B259 (Data Analysis with SPSS), and two semesters of Biology, including BS100.

An internship is available with local agencies which allows qualified students to apply theory to realistic situations, and to clarify vocational objectives.

Courses in Anthropology and Sociology are available and useful adjuncts to all students in providing an understanding of other cultures.

B161 General Psychology

Fall-Spring Semesters

An understanding of human behavior, unifying the physical, emotional, intellectual and social aspects with current research findings and theories.

3 class periods. 3 credit hours.

B340 Theories of Counseling and Psychotherapy Spring, even numbered years

A survey of the major theories of counseling and psychotherapy, including psychoanalytic, learning, rational, existential, and Gestalt. Prerequisite: B161.

3 class periods. 3 credit hours.

B342 Clinical Psychology

Spring Semester

A survey of clinical methods, evaluation techniques, and therapy practices, including ethical standards and professional attitudes of clinical practice. Prerequisite: B161 and junior or senior standing.

3 class periods. 3 credit hours.

B360 Developmental Psychology

Fall Semester

Concerned with the physical, social, emotional and intellectual developmental processes from conception to young childhood. Opportunities will be provided to observe children and to study the practical problems of child rearing.

3 class periods. 3 credit hours.

B362 Experimental Psychology

Fall-Spring Semesters

Introduction to the experimental method including experimental design, data collection, analysis of data and writing research reports. Required of Behavioral Science and Psychology majors. Prerequisite: B260, B161.

3 class periods. 3 credit hours.

B364 Psychology of Adjustment

Fall Semester

An analysis of the determinants of a healthy personality in such areas as emotion, self-concept, and interpersonal relations. Prerequisite: B161.

3 class periods. 3 credit hours.

B367 Social Psychology

Spring Semester

Understanding the effect of the social environment and the influence of others on individual behavior. Prerequisites: B161, B185.

3 class periods. 3 credit hours.

B368 Psychology of Exceptional Children

Spring Semester

A survey course of the major areas of exceptionality, dealing with the etiology, diagnosis; and behavioral implications of intellectual, physical, sensory, and social-emotional deviations of children, particularly as they pertain to the learning processes in education. Prerequisite: B161.

3 class periods. 3 credit hours.

B369 Psychology of Learning

Fall Semester

Utilization of learning principles and theories in the production of learned behavior. Emphasizes contemporary approaches to description and explanation of learning phenomena. Lecture, readings and classroom experiments. Prerequisite: B161.

3 class periods. 3 credit hours.

B372 History and Systems of Psychology

Spring Semester

Analysis of the historical background and present systems in the field of psychology; the various psychological interpretations of man. Required of Psychology majors. Prerequisite: B161.

3 class periods. 3 credit hours.

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B461 Abnormal Psychology

Spring Semester

The causes, diagnosis, treatment and social significance of various forms of problem behavior; attention is given to the factors in adjustment in both the normal and deviant. Prerequisite: B161. Junior or Senior.

3 class periods. 3 credit hours.

B464 Physiological Psychology

Fall Semester

Introduction to the physiological and neurological foundations of behavior. Required of Psychology majors. Prerequisite: BS100, and B161.

3 class periods. 3 credit hours.

B475 Personality

Fall Semester

A critical survey of the theories of personality including their origin, relevant research and application to understanding human behavior. Prerequisite: B161.

3 class periods. 3 credit hours.

RECREATION AND LEISURE ADMINISTRATION

NATIONAL RECREATION AND PARK ASSOCIATION - AMERICAN ASSOCIATION FOR LEISURE AND RECREATION

A major in Recreation, therapeutic or community option is designed to prepare recreation specialists for a variety of positions in both institutional and community settings. The objectives of the program are: 1) to provide a broad liberal education; 2) to develop skills and attitudes to assist others to lead more active, meaningful lives; and 3) to prepare students for entry into recreation and leisure service occupations at the professional level.

Two areas of emphasis will be available for student choice. The Community Recreation option is geared toward professional preparation for careers in federal, state, and local public recreation and park agencies, private, and voluntary agencies, armed forces, industrial recreation, commercial recreation, church recreation, and travel and tourism. Flexibility within this option will permit students to focus on a specific agency or setting.

The second option is Therapeutic Recreation. This provides the student with a knowledge of recreation's potential contribution in a comprehensive rehabilitation process. It is designed to prepare the student to work with people who have a broad range of disabilities — mental, physical, and social. Graduates will be able to develop and/or provide leadership in programs serving those who are mentally retarded, emotionally ill, physically disabled, imprisoned, disadvantaged, or aged

through both institutional and community services. Graduates are eligible for certification through National Council for Therapeutic Recreation Certification. R101 and R103 are prerequisites for all other recreation courses.

R101 Recreation and Leisure in Modern Society

Fall-Spring Semesters

Surveys the present nature, scope, and significance of recreation and leisure for all citizens including specialized groups. Emphasis will be on the opportunities, responsibilities, and requirements of professional recreational work. Required for majors.

3 class periods. 3 credit hours.

R103 Leadership in Recreation and Leisure Activities

Fall-Spring Semesters

Investigates the special problems facing recreation professionals in various types of group settings. Consideration will be given to developing, supervising and coordinating recreational programs. Required for majors. Prerequisite is R101.

3 class periods. 3 credit hours.

R211 Introduction to Therapeutic Recreation

Fall-Spring Semesters

Introduction to principles and techniques used in serving special groups with physical, emotional or social disability. Required for majors.

3 class periods. 3 credit hours.

R221 Recreation Practicum

Fall Semester

Provides early field experience by placement in a recreational setting where the student will work 120 hours under careful supervision. Seminar sessions will be conducted to share problems and experiences. Required for majors.

3 class periods. 3 credit hours.

R301 Group Dynamics and Leadership

Fall Semester

An in-depth study of the reactions and relationships between members of groups, supervision of staff and volunteers, and techniques for guiding the interaction toward defined goals. Required for Community Recreation option.

3 class periods. 3 credit hours.

R310 Outdoor Recreation

Spring Semester

Survey trends and issues in outdoor recreation, parks and conservation, including agency resources, legislation, and research. Includes outdoor recreation programs, resource management, and outdoor skills. Recreation elective.

3 class periods. 3 credit hours.

Course Descriptions

R331 Leadership in Therapeutic Recreation

Spring Semester

Gives training in group leadership and organization and practical application of those techniques. Required for Therapeutic Recreation option.

- 1 class period.
- 1 three-hour laboratory period.
- 3 credit hours.

R333 Organizing Community Recreation

Spring Semester

Considers the nature of urban recreation and the people it serves; studies means for mobilizing a community for recreation, and the approaches for planning, organizing and conducting programs. Required for Community Recreation option.

- 3 class periods. 3 credit hours.

R343 Organizing Therapeutic Recreation

Fall Semester

Concerned with the practice of therapeutic recreation and the specialized groups it serves; considers means of organizing a community or institution for providing recreation to meet unique requirements. Surveys approaches for planning, organizing and conducting specially tailored programs. Required for Therapeutic Recreation option.

- 3 class periods. 3 credit hours.

R392 Selected Topics in Recreation

Spring Semester

Exploration of issues, trends, and philosophies of recreation including, but not limited to, commercial recreation, travel and tourism. Required for Community Recreation option.

- 3 class periods. 3 credit hours.

R421, R422,

R423, R424 Internships — Field Work in Recreation and Leisure

Fall-Spring Semesters

A program to provide on-the-job experiences in application of principles and techniques in either Community Recreation or Therapeutic Recreation. This provides the student with the opportunity to develop the art and skill of dealing with people in a professional capacity while under close supervision of an experienced supervisor and a faculty member. Required of all majors of second semester junior or first semester senior standing.

- 120 or more work experience hours per 3 credit hours up to a total of 9 credit hours required; an additional 3 credit hours is available as a recreation elective.

R450 Recreation Administration

Fall-Spring Semesters

This course will study the organizational patterns and administrative problems involved in operating various leisure service agencies: forms of organization, planning, budget, personnel, liability, public relations and evaluation. Required for all majors of senior standing.

- 3 class periods. 3 credit hours.

R491 Seminar in Recreation and Leisure

Fall-Spring Semesters

A study of the implications of leisure and recreation as they relate to organization of recreation services. Visits to a variety of recreation agencies will be emphasized. Required of all majors of senior standing.

- 3 class periods. 3 credit hours.

R498, R499 Independent Study

Independent investigations of current problems facing the recreation field. These may include the philosophical basis, delivery of services, professional problems, needed research, and certification or licensing. Recreation elective.

- 1-3 credit hours each semester.

SOCIOLOGY

Sociology deals with the nature and workings of human group life.

A major in sociology is designed to provide preparation for pursuing graduate study and/or entry into vocations where sociological training is desirable (e.g., social agencies, personnel work in business, social planning in governmental agencies, and organizations in which survey research is conducted).

Major requirements are 30 hours of Sociology including B185, B303, B304, B384, B491. Additional requirements are B161 (General Psychology), B260 (Statistics), and B261 (SPSS).

An internship is available with local agencies which allows qualified students to apply theory to realistic situations.

Courses in Anthropology and Psychology are available and useful adjuncts to all students in providing an understanding of other cultures.

B185 Introduction to Sociology

Fall-Spring Semesters

Designed to enable the student to obtain a better understanding of group relations. Consideration is given to the influence of heredity and environment upon individual and group behavior, the examination of institutions, race relations in the United States, and community services. Required of Sociology majors.

- 3 class periods. 3 credit hours.

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B251 Law and Society

Spring Semester

An analysis of the interrelationship between the legal and social order through the utilization of different anthropological and sociological perspectives including functional and conflict theory. Prerequisite: B185.

3 class periods. 3 credit hours.

B285 American Social Problems

Fall-Spring Semesters

A study of the contemporary sociological deviations of crime, delinquency, racism, poverty, family and industrial discord with emphasis on relevant experimental data and methods for assessing causes and remedies. Prerequisite: B185.

3 class periods. 3 credit hours.

B286 The Family

Spring Semester

The origin and history of the family; economic, political, and social movements which have affected family life, consideration of contemporary theories regarding formation of personality, family adjustment, and organization; consideration of practical approach to preparation for marriage, family crises and adjustments. Prerequisite: B185.

3 class periods. 3 credit hours.

B303 Development of Sociological Theory

Fall Semester

An analysis of the historical development of social thought and theory from antiquity to the present. Required of Sociology majors. Prerequisite: B185.

3 class periods. 3 credit hours.

B304 Contemporary Sociological Theory

Spring Semester

A study of the recent developments and main currents in contemporary sociological thought. The principal sociological theorists and their contributions will be analyzed. Required of Sociology majors. Prerequisite: B185.

3 class periods. 3 credit hours.

B310 Sociology of Organizations

Fall, odd numbered years

An analysis of organizations as social systems. The structure of organizations, their patterns, and the impact of society on organizations will be examined. Prerequisite: B185.

3 class periods. 3 credit hours.

B311 Criminology

Fall-Spring Semesters

An analysis of criminal behavior, criminal law, penal systems, program of crime control and the operation of probation and parole.

3 class periods. 3 credit hours.

B315 Ethnic and Minority Relations

Fall Semester

Analysis of the bases of conflicts, accommodation and assimilation of various ethnic, religious and racial minorities in the United States. Prerequisite: B185.

3 class periods. 3 credit hours.

B376 Sociology of Religion

Spring, even numbered years

A survey of religious systems and their interrelation with society and its institutions, with emphasis on the social consequences and determinants of religious behavior. Religious movements as well as institutionalized religion will be examined.

3 class periods. 3 credit hours.

B384 Research Methodology

Spring Semester

The nature of the scientific method and basic research techniques as applied to collection, analysis, and interpretation of data. To be taken in the junior year. Required of Sociology majors. Prerequisite: B185.

3 class periods. 3 credit hours.

B387 Human Service Techniques

Fall-Spring Semesters

An analysis and application of skills in client-worker relationships, information gathering, interactional skills, and the referral process.

3 class periods. 3 credit hours.

B388 Urban Sociology

Spring, odd numbered years

A study of the development of modern cities and their impact upon society; discussion of problems connected with urban living. Students use the City of York and York County as special areas for research. Prerequisite: B185.

3 class periods. 3 credit hours.

B465 Population and Demography

Fall, odd numbered years

Qualitative analysis of population; composition and description. Major demographic processes: Fertility, Mortality, Migration. Changing patterns in population growth. Some important implications in world population changes. Population policies. Population of the United States. Prerequisite: B185.

3 class periods. 3 credit hours.

B471 Industrial Sociology

Fall Semester, even numbered years

Industrial and other work organizations studied as social systems, with attention to both internal human relations and to external relations with the community. Prerequisite: B185.

3 class periods. 3 credit hours.

Course Descriptions

BIOLOGICAL SCIENCE DEPARTMENT

Respiratory Therapy

Health Record Administration

Nuclear Medicine Technology

A four-year program leading to the Bachelor of Science degree is offered with emphasis in three areas: Botany, Environmental, or Zoology. In addition, a person may not wish to "specialize" but rather take their course work in the broad area of general biology. A two-year curriculum leading to the Associate of Science degree in biology is also available. A baccalaureate degree is offered in Health Record Administration. These students are prepared to assume positions in health care facilities as managers of health information.

A four year Nuclear Medicine Technology program affords students the opportunity to pursue a nuclear medicine technologist career. Three years are spent at York College followed by a clinical fourth year at one of the affiliated hospitals of the South Central Pennsylvania Consortium for Nuclear Medicine Technology Training.

Respiratory Therapy Certificate and Associate of Science Degree Programs are also available. Clinical aspects of the programs are offered in conjunction with York Hospital.

Pre-professional students in related fields such as medicine, optometry, dentistry, osteopathy, certain paramedical fields and veterinary medicine are able to select courses to satisfy transfer requirements. A Health Professions Committee aids students who have chosen one of these fields.

Equivalence to prerequisites can be obtained through Credit by Examination or written permission of instructor and department chair.

Courses fall into two broad categories:

- A. Non-majors. Courses, all 3 credits, numbered BS100 to 105 and 200 to 209 are designed for students wanting to fulfill part or all of their core science requirements in biology or to take courses for enrichment. Any two of these lecture laboratory courses can substitute for one of the biology electives courses with approval of dept. chair.
- B. Majors. Course number BS111 is designed for majors of biology or related fields. It is a prerequisite for all courses above the 210 level. Non-majors are not restricted from enrollment in these courses.

Courses for Non-Majors

BS100 Fundamentals of Human Biology

Fall-Spring Semesters

Emphasis is placed upon developing a biological awareness of self via the principles and systems approach to organ-systems of man; cellular structure, physiology and reproduction; and the physiochemical basis of life.

- 2 class periods.
- 1 three-hour laboratory period.
- 3 credit hours.

BS101 Field Natural History

Fall Semester

Designed primarily, but not exclusively, for individuals planning to work with people. Education majors, recreation majors and those just interested in the out-of-doors will find much to stimulate their interests and challenge the intellect. This will be an introduction to the vast natural resources available in the immediate environment, the literature and other resource materials, and some methods for learning about plants, animals and their ecology. Laboratory periods will be spent primarily in the field.

- 2 class periods.
- 1 three-hour laboratory period.
- 3 credit hours.

BS102 Field Biology

Spring Semester

Outdoor laboratory or related experiences will coordinate with natural history lectures and reading assignments to expose students to broader aspects of selected plant and/or animal groups in their natural ecological setting.

- 2 class periods.
- 1 three-hour laboratory period.
- 3 credit hours.

BS103 Introduction to Marine Biology

Fall Semester

This course will take an ecological approach to studying Marine Biology by focusing on the environmental characteristics, adaptations of organisms, and the communities found in the major marine ecosystems such as rocky shore, estuary, salt marsh, sandy beach, and coral reef. The course will place more emphasis on the biotic communities found in each of these environments rather than the chemical and physical aspects of those environments. Man's influence on these environments will also be studied.

- 2 class periods.
- Laboratory consists of field trips — TBA
- 3 credit hours.

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BS104 Introduction to Oceanography

Spring Semester

This course will cover the major aspects of oceanography. The physical aspects of oceanography will be stressed more than the biological aspects. Areas to be covered will be plate tectonics, currents, tides, wind, waves, light, sound, pressure, mineral resources, and physical features of the ocean bottom. Man's use of the influence on the oceans will also be stressed.

2 class periods.

Laboratory consists of field trip(s) — TBA

3 credit hours.

BS105 Environmental Biology

Fall Semester

Designed for the non-biology major and the biology education major, this course provides an integrated approach to viewing environments. Emphasis will be placed on the ecology of terrestrial ecosystems. Laboratories will be experience-oriented centering on visitations to natural and managed ecosystems.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

BS110 (BS200) Human Sexuality (Non-Lab)

Spring Semester

Human Sexuality is a three-credit, non-laboratory course. It is designed to assist the student to become more aware of and understand how to deal with his/her own sexuality. It also provides opportunity to develop more understanding of the integral components of personality and behavior. The course integrates sexuality with the physiological, sociological, intellectual, emotional and spiritual aspects of the whole person.

3 class periods. 3 credit hours.

BS201 Animal Behavior

Spring Semester

An introduction to animal behavior from the naturalist point of view. Current concepts are discussed. Then major behavioral strategies observed in nature and their adaptive values will be examined. Laboratory time will be primarily devoted to (1) observations on a particular animal species of student's choice to identify its basic behavior patterns and (2) discussion of a single work that details behavior of some animal species.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

Courses for Majors in Biology and Related Fields

BS111 Principles of Biology

Fall-Spring Semesters

Designed specifically for the major and related fields to develop an appreciation and understanding of selected basic biological principles.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS211 Zoology

Spring Semester

A study of selected animal phyla with an emphasis upon their evolution, taxonomy, behavior, ecology and interactions with man. When practical, live materials and field study will supplement laboratory study. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS212 Human Anatomy and Physiology

Fall Semester

Recommended for students seeking careers in health related fields. A study of the structure and function of the human body utilizing a systems approach. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the cell, skeletal system, muscular system and nervous system. Prerequisite: BS111.*

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS213 Human Anatomy and Physiology

Spring Semester

A continuation of BS212. Emphasis will be placed on the gross and microscopic anatomy as well as the physiology of the cardiovascular, respiratory, urinary, reproductive, endocrine and digestive systems. Prerequisite: BS212.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS221 Botany

Fall Semester

An introduction to the evolution, structure, function, ecology and classification of non-vascular and vascular plants. Cellular, tissue and physiological principles will be stressed. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

*May be waived for nursing majors.

Course Descriptions

BS222 Plant Taxonomy and Seasonal Flora

Mini-mester

A study of the flowering plants of southeastern Pennsylvania with emphasis upon collection, identification and ecological relationships.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS241 Microbiology

Fall-Spring Semesters

An introduction to general microbiology for allied health, nursing and biology majors. Topics include the morphology, physiology, metabolism, taxonomy and genetics of microorganisms. The theoretical and practical aspects of bacterial containment and immunology will be covered. Virology, disease processes and applied areas are covered as time permits. Prerequisite: BS111 or departmental approval.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS242 Genetics

Spring Semester

The basic principles of genetics-chromosome theory, mechanisms and heredity; the chemistry and interactions of nucleic acids and proteins; gene action and control of cytodifferentiation and development. Prerequisite: BS111.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS301 Animal Physiology

Fall Semester

A study of general physiological principles demonstrated by select major animal groups. These principles are related to organisms' adaptations to their environment. Laboratory exercises will stress "hands-on" experiences, utilizing modern modular physiographs. Prerequisite: BS111 and one year of chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS302 Immunology

Spring Semester

An introduction to the broad field of immunology, including topics such as immunity, serology, immunology-chemistry and immunobiology. Prerequisite: BS111, BS241.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS311 Advanced Zoology

To be announced

The classification, ecology, physiology and distribution of selected animal groups will be studied in some detail. Laboratory will be taxonomically oriented indoors and ecologically oriented outdoors with emphasis probably placed on Pennsylvania taxa. Prerequisite: BS211.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS321 Advanced Botany

To be announced

A study of selected principles of plant physiology and their application to the laboratory study of selected plant organisms. Also, a study of variation in structure and form of the major plant groups (nonvascular, vascular) with emphasis placed on life cycles of selected organisms. Prerequisite: BS221.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS322 Plant Morphology

To be announced

A study of variation in structure and form of the major plant groups (nonvascular, vascular) with emphasis placed on life cycles of selected organisms. Prerequisite: BS111, BS221.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS331 Terrestrial Ecology

Spring, odd numbered years

What are the major natural land ecosystems of Pennsylvania, North America, and the World? What are the principal ecological forces shaping these ecosystems? What has man's effect been on these forces? What do the plants and animals of an ecosystem reveal about that ecosystem? The answers to these questions will form the basis for this course with the last question being addressed in the field experiences. Prerequisite: BS211 and S265.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS342 Applied Aquatic Ecology

Spring, even numbered years

An introduction to the organisms characteristic of freshwaters with an emphasis on macroinvertebrates and fishes. Experiences in field and laboratory techniques of collection, identification and preservation will be related to practical application to gain understanding of the total aquatic community under both natural

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evolution and the influence of man. Prerequisite: BS211, BS221, and S265.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS402 Biochemistry

Fall Semester

An introduction to the molecules of biological significance, with emphasis on molecular control processes, energetics, and biochemical methodology. Aspects of nutrition and metabolic diseases are included. Prerequisite: BS111, S121, S122, S124 or S231.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

BS411 Practical Biological Internship

By arrangement

Designed to expose the student to the reality of a biological field through direct participation. This may involve experience as a lab assistant, assistance with the research of a faculty member, or participation in off-campus workshops or employment. Prerequisite: Departmental approval.

1 to 4 credit hours.

BS412 Seminar in Biology

Fall Semester

This course involves an in-depth study of some topic in biology. The student selects, designs, executes, and presents, in both written and oral form, the results of his study to his peers and the department. Lectures deal with major literature of biology and its use, the conveying of information to others, curriculum vitae preparation and other pertinent topics. A second track will allow biology education majors an opportunity to work with a fully certified high school biology teacher for a portion of the semester. BSCS series will be explored and various teaching methods will be demonstrated. Prerequisite: Departmental approval.

1 three-hour class period.

3 credit hours.

BS413, BS414 Undergraduate Research

By arrangement

Individual problems pursued by qualified students under supervision of a member of the biology faculty, designed to develop proficiency in biological research. Meetings and credits to be arranged as required.

Two semesters.

1-3 credit hours per semester.

BS421 Advanced Seasonal Flora

Mini-mester

Advanced Seasonal Flora is intended for those students who have completed one semester of Seasonal Flora at

York College or its equivalent from another institution. Emphasis will be placed on collecting, identifying, and making herbarium vouchers of local flora. Prerequisite: BS222 or permission of instructor.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

Health Record Administration

The Health Record Administration Program prepares the student for a professional career in a variety of health care settings as a manager of health information. The Health Record Administrator is responsible for the development and maintenance of a multifaceted health record system that is capable of providing the data needed by the Patient, Health Care Professionals, Administration, the Community, Medical Researchers and Educators.

Admission to York College does not guarantee admission to the Health Record Administration Program. Class size is limited and entrance into the professional courses will be granted to those students who have earned a cumulative grade point average of 2.5 or better, a minimum 2.0 in each of the supporting courses and have demonstrated qualities essential to this health care field. Special application is made to the Dean of Academic Affairs after completion of 60 credit hours.

Transfer students and applicants with degrees in other fields are encouraged to apply. These students must have completed a 2 semester course in Anatomy and Physiology and a Microbiology course as well as required supporting courses, prior to beginning the clinical portion of the Health Record Administration Program.

All didactic courses will be taught at the York College campus. Clinical experiences are offered through supervised affiliation assignments at area hospitals and other health care institutions. Students are responsible for travel to and from these sites as well as expenses incurred during the clinical experiences.

The Health Record Administration Program is accredited by the American Medical Association Committee on Allied Health Education and Accreditation in collaboration with the American Medical Record Association. Following satisfactory completion of all courses required, the student will be awarded the degree of Bachelor of Science in Health Record Administration. Graduates will be eligible to write the registration examination of the American Medical Record Association.

HR100 Orientation to Health Record Administration

Fall Semester

The course is designed to give the student a basic understanding of the responsibilities, professional relation-

Course Descriptions

ships, future trends, and career opportunities within Health Record Administration.

1 class period. 1 credit hour.

HR215 Medical Terminology

Fall-Spring Semesters

The course is designed to enable the student to accurately spell and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

3 class periods. 3 credit hours.

HR310 Directed Practice I

Mini-mester

This is a supervised learning experience that enables the student to become aware of the services and clerical functions of the medical record department. The student learns to work with the personnel of the medical record department and is also exposed to the significance of the health record.

60 clinical hours. 1 credit hour.

HR312 Organization and Administration of Health Care Facilities

Spring Semester

The role of the hospital in health care delivery. An overview of the health care delivery system in the U.S. today including the history, current trends and future goals is the focus of this course. The role of the hospital in health care as well as objectives and organizational structure of various health care facilities is emphasized. Guest lectures by prominent local health care professionals are an integral part of this course.

3 class periods. 3 credit hours.

HR313 Health Record Science

Spring Semester

The historical background and value of the health record; health record content and format; numbering and filing systems; retention requirements; health record accreditation standards; and various health record processing functions are studied.

3 class periods. 3 credit hours.

HR315 Quality Assurance in Health Care

Fall Semester

This course introduces the development, philosophy and purpose of quality assurance in health care, discusses principles and techniques of utilization review and medical audit, and interprets PRO and JCAH regulations as they apply to quality assurance activities.

2 class periods. 2 credit hours.

HR409 Directed Practice II

Fall Semester

The course gives the student exposure to the technical and professional functions of the medical record depart-

ment through supervised assignments at medical record departments in the area. The formation of the health record in various departments is observed.

120 clinical hours. 2 credit hours.

HR410 Directed Practice III

Spring Semester

The course exposes the student to health records in other types of facilities such as long term care facilities, mental health centers and home care programs. Other student assignments are structured so that experience is gained in health record practice studied in the classroom.

60 clinical hours. 1 credit hour.

HR411 Health Record Management Affiliation

Spring Semester

This course is a 6-week planned and supervised work experience with a registered record administrator of an affiliated medical record department, for the purpose of gaining experience in department management.

4 credit hours.

HR412 Health Record Management

Fall Semester

This course presents an integration of basic health record science principles with the fundamental management process of planning, organizing, controlling and staffing. Student is given an opportunity to develop management skills by designing a medical record department, role-playing, case studies and management projects.

4 class periods. 4 credit hours.

HR413 Health Classifications, Indexes, and Registers

Fall Semester

Principles and techniques of health record practices related to coding and indexing of diseases and operations, with ICD-9-CM and assignment of diagnosis related groups are studied.

3 class periods. 3 credit hours.

HR414 Health Statistics and Research

Spring Semester

Principles and techniques of health statistics, Vital and Public Health statistics; sources, definition, collection, and reporting of statistics; presentation and qualitative analysis of data; sources and uses of health data in the United States; research methodologies are explored.

3 class periods. 4 credit hours.

HR415, HR416 Fundamentals of Medical Science

Fall/Spring Semester

An introductory course to medical science, emphasizing the disease processes affecting the human body via an integrated approach to specific disease entities, including the study of causes, diagnosis and treatment of diseases.

3 class periods. 3 credit hours/semester.

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HR417 Legal Concepts for the Health Field Fall Semester

This course introduces the law, administration of the law, legal aspects of hospital and medical staff organization, release of information and legal actions requiring evidence from health records, confidential communications, and consents and authorizations.

3 class periods. 3 credit hours.

HR418 Health Record Administration Seminar Spring Semester

A course focused upon the integration of all aspects of the student's health record experience. Selected topics are discussed as they relate to the identification, evaluation, and solution of various types of professional and administrative problems encountered by the health record administrator.

2 credit hours.

HR419 Health Records in Specialized Health Care Facilities

Spring Semester

Exploration of the different techniques and systems of health record practices in long term care facilities, psychiatric institutions, ambulatory care settings, physician offices, and home care programs is undertaken.

1 class weekly. 1 credit hour.

HR420 Systems Analysis Spring Semester

The course is intended to develop an understanding of basic system concepts of fact gathering, recording, fact analysis techniques as well as implementation and managing system changes.

1 class period. 1 credit hour.

HR427 Health Information Systems Spring Semester

Data processing systems and applications of automated techniques to the handling of information in health care institutions are studied with emphasis on needs of health record services.

3 class periods. 3 credit hours.

HR498 Independent Study

This course is designed to give the student an opportunity to undertake a well-defined research project or management affiliation of his or her choice. The student would conduct his work under a faculty member.

1-3 credits.

Nuclear Medicine Technology

The Nuclear Medicine Technology Major will prepare the Student for a professional career as a nuclear medicine technologist. Nuclear medicine is a specialty area of medical practice that uses radioactive substances and special sensitive instrumentation to help diagnose

and treat certain diseases. This specialty is directed by a nuclear physician who has received added training beyond medical school in the proper use and handling of radioactive substances. The nuclear medicine technologist is an individual who has received special training to perform the many patient procedures which will assist the nuclear physician in his diagnosis and treatment. The individual is trained in the special instrumentation used to perform body function studies, imaging procedures, and special laboratory tests done on various body fluids (such as blood samples). Upon successful completion of the program and the registry examination of Nuclear Medicine Technology, the individual is certified as a Nuclear Medicine Technologist.

Students pursuing the Bachelor of Science Degree in Nuclear Medicine Technology will spend three years at York College followed by a Clinical year at one of the affiliated hospitals of the South Central Pennsylvania Consortium for Nuclear Medicine Technology Training.* Admission to York College does not guarantee admission to the hospital Clinical year. Students will follow the prescribed courses of study for the first three years at the College. The student must earn a minimum of "C" in each of the required supporting courses and nuclear medicine technology major courses with an average of 2.3 in science and mathematics as well as a cumulative grade point average of 2.3 in order for the College to recommend the student for the Clinical year. At the beginning of the Spring semester of the junior year the student will make application for the Clinical year through the Coordinator of Allied Health at the College. The Coordinator of Allied Health will present applications and transcripts of all students' records who are applying for the Clinical year to the Advisory Committee of the Consortium. The Advisory Committee will decide which students can be accepted into the Clinical year and will also designate the hospital assignment. The students will be notified when the selection process is completed. The students will then be required to complete application to the specific hospital with all necessary forms and payment of preliminary fees.

The Clinical year begins in August and is twelve months in duration. Four days per week are devoted to clinical practice and one day per week is spent in classroom instruction. This may involve commuting one day a week to one of the affiliated hospitals.

Upon successful completion of the Nuclear Medicine Technology Program a Bachelor of Science degree in Nuclear Medicine from York College and a Certificate in Nuclear Medicine Technology from the Consortium will be awarded. This qualifies the individual to take one of the three national registry examinations** in order to become a Certified Nuclear Medicine

Course Descriptions

Technologist.

In addition, an individual with Special Training from another field or another degree such as Medical Technology, Nursing, Biology, etc., may apply for the Clinical year as a student with advanced status. This individual would receive a certificate after successfully completing the program and would also be eligible to take one of the national registry examinations for Certified Nuclear Medicine Technologists.

*The affiliated hospitals are Harrisburg Hospital, Lancaster General Hospital, York Hospital and Memorial Hospital.

**Nuclear Medicine Technology Certification Board (NMTCB), American Registry of Radiologic Technologists (ARRT), American Society of Clinical Pathologists Registry Exam (ASCP).

NM101 Nuclear Medicine Theory

This course reviews the history of nuclear physics, structure of matter, atomic radiation processes, interactions of radiation with matter, and radiation biology. In addition to lectures, seminars, assigned reading, and audiovisual programs are included.

4 credit hours.

NM102 Nuclear Medicine Theory

This course reviews Nuclear Medicine instrumentation, computer applications, and radiopharmaceuticals. In addition to lectures, seminars, assigned reading and audiovisual programs are included. Prerequisite: NM101.

4 credit hours.

NM111 Nuclear Medicine Applied Theory

These lectures review the applications of the theoretical concepts of physics to the performance of studies, safety requirements, NRC rules and regulations, and administration and management of a nuclear medicine department.

1 credit hour.

NM112 Nuclear Medicine Applied Theory

Continuation of NM111. Prerequisite: NM111.

1 credit hour.

NM113 Nuclear Medicine Applied Theory

Continuation of NM112. Prerequisite: NM112.

1 credit hour.

NM121 Nuclear Medicine Clinical Applications

All nuclear medicine studies (in vivo and in vitro) are reviewed in detail. This includes review of mathematical concepts, statistics and the application of nuclear medicine to the diagnosis and treatment of disease.

2 credit hours.

NM122 Nuclear Medicine Clinical Applications

Continuation of NM121.

2 credit hours.

NM123 Nuclear Medicine Clinical Applications

Continuation of NM122. A field trip to Penn State

University, Breazeale Nuclear Reactor Facility, University Park, PA, is conducted in the spring of each year.

2 credit hours.

NM131, NM132, NM133 Nuclear Medicine Practicum
Preceptorial instruction in theory, practical aspects, calculations and techniques of studies performed in nuclear medicine laboratories will be provided in rotation:

- | | |
|--|----------|
| a. In Vitro | 8 weeks |
| b. Uptake unit & rectilinear scanner | 8 weeks |
| c. Gamma Cameras and computer | 16 weeks |
| d. Radiochemistry | 8 weeks |
| e. Patient evaluation & Administration | 8 weeks |
| f. Elective | 2 weeks |

13 credit hours.

Respiratory Therapy

The Respiratory Therapy Programs prepare the student for a professional career as a respiratory technician or a respiratory therapist. Respiratory therapy is an allied health specialty instrumental in the diagnosis, treatment, management, and preventive care of patients with cardiopulmonary problems. Often defined as the fastest growing allied health profession, respiratory therapy offers persons interested in caring for others an opportunity to serve as vital members of the health care team.

Applicants to the respiratory therapy programs must have graduated from high school or have earned a state equivalency diploma and must exhibit evidence of a strong background in a college preparatory program. A minimum "C" average is required in high school biology, chemistry and algebra. Applicants must tour a respiratory therapy department. Applicants will be asked to attend an interview with the Respiratory Therapy Program Director, Clinical Coordinator, or Medical Director. Size of the classes is limited. Transfer students will be considered for admission to the program on an individual basis.

Respiratory Therapy students should be prepared for expenses in addition to those identified as tuition, fees, and room and board costs. Most additional expenses relate to costs for uniforms, supplies such as stethoscope, medical insurance, text books, membership in professional organizations and other supplies.

Classroom, laboratory, and clinical facilities at the York Hospital will be utilized for the respiratory therapy courses. Students will also receive clinical education at secondary clinical affiliates. Students will be responsible for their own transportation to and from respiratory therapy classes, laboratories, and clinical experience.

Successful completion of the Respiratory Technician Program qualifies the individual to take the Certified Respiratory Therapy Technician (CRTT) examination

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administered by the National Board for Respiratory Care (NBRC). Successful completion of the Respiratory Therapist Program qualifies the individual to take the CRTT and Registered Respiratory Therapist (RRT) examinations administered by the NBRC. "Successful completion" is defined as a minimum of a "C" or better in *all* courses.

The clinical courses in respiratory therapy may not be scheduled according to conventional semester scheduling and may include clinical scheduling during evenings, nights, and weekends.

Both the respiratory technician and respiratory therapist programs are fully accredited by the American Medical Association.

Three Respiratory Therapy programs are available at York College; a Respiratory Technician Certificate program, an Associate of Science Respiratory Therapist program, and a Bachelor of Science Respiratory Therapist program.

RT100 Basic Science for Respiratory Therapy

A survey of basic scientific principles as applied to the practice of respiratory therapy. Included are respiratory terminology, scientific measure, fluid physics, gas physics, basic electricity, chemical and physical properties of matter, basic genetics, basic microbiology, respiratory therapy equipment cleaning and sterilization. Pre- or Corequisite: S153, BS111.

3 credit hours.

RT105 Medical Terminology for Health Professions

An introduction to medical terminology including prefixes, suffixes, roots, and abbreviations. Also included are use of medical dictionaries and the format of the patient chart.

1 credit hour.

RT110 Oxygen Therapy and Cardiopulmonary Resuscitation

An overview of the history of respiratory therapy and the professional organizations related to respiratory therapy. A comprehensive study of oxygen delivery devices, oxygen analysis, cardiopulmonary resuscitation, and artificial airways. This course includes certification in Basic Cardiac Life Support by the American Heart Association. Prerequisite: RT100. Corequisite: RT115, RT120, RT130.

3 credit hours.

RT115 Bronchopulmonary Hygiene

An overview of respiratory anatomy, physiology, and pathophysiology. A comprehensive study of aerosol and humidity therapy, pharmacology of aerosolized medications, chest physical therapy, intermittent positive pressure breathing, and rehabilitation and home care of the respiratory patient. Also included is an introduc-

tion to physical examination of the chest and chest x-ray interpretation. Prerequisite: RT100. Corequisite: RT110, RT120, RT130.

3 credit hours.

RT120 Mechanical Ventilation

A comprehensive study of the physiology of positive pressure breathing, the design and function of continuous mechanical ventilators, techniques of continuous ventilation, and monitoring of the patient receiving continuous ventilation. Prerequisite: RT100, S153. Corequisite: RT110, RT115, RT130.

4 credit hours.

RT125 Pulmonary Function Testing and Interpretation

A study of pulmonary diagnostic procedures including spirometry, lung volumes, diffusing capacity, response to bronchodilator and bronchial challenge. Also included is an introduction to exercise testing, fiberoptic bronchoscopy, and sleep studies. Prerequisite: RT100, RT105, RT110, RT115, RT120, RT130.

2 credit hours.

RT130 Pathophysiology and Pharmacology of Cardiopulmonary Disease

A comprehensive study of diseases of the respiratory and cardiovascular systems, and the pharmacologic treatment of cardiopulmonary diseases.

3 credit hours.

RT135 Pediatric Respiratory Therapy

An introduction to fetal development, evaluation of the newborn, and cardiopulmonary diseases of infants and children. A comprehensive study of airway management, bronchopulmonary hygiene, continuous positive airway pressure, and mechanical ventilation of the pediatric patient. Prerequisite: RT100, RT105, RT110, RT115, RT120, RT130.

2 credit hours.

RT150 Clinical Practice I

An orientation to the hospital and departments related to respiratory therapy. An introduction to respiratory therapy clinical practice (may include evening rotations). Clinical competence in bland aerosol, chest physiotherapy, aerosol therapy with medications, incentive spirometry, oxygen therapy. Corequisites: RT110, RT115, RT130.

1 credit hour.

RT160 Clinical Practice II

Clinical practice in respiratory therapy including rotations through general therapy procedures, critical respiratory care, and pulmonary function testing (may include evening rotations). Clinical competence in IPPB, induced sputum, air compressors, ultrasonic nebulizers, oxygen analysis, cuff pressure measurement, Leukens

Course Descriptions

Trap, oxygen titration, isolation procedures, secure endotracheal tube, suction through airway. Prerequisite: RT150. Corequisite: RT120, RT125.

2 credit hours.

RT210 Evaluation of the Patient with Pulmonary Disease

A comprehensive study of pulmonary evaluation techniques including pulmonary history, chest physical diagnosis, pulmonary function interpretation, arterial blood gas interpretation, and chest x-ray interpretation. Special emphasis on patient response to respiratory therapy with particular attention to goals of therapy, delivery of therapy, and evaluation of response to therapy. Prerequisite: Completion of freshman year RT program or permission of instructor.

2 credit hours.

RT250 Clinical Practice III

Clinical practice in respiratory therapy including rotations through general therapy procedures (including limited evening, weekend, and night rotations), critical respiratory care, pulmonary function testing, secondary clinical affiliates, clinical laboratory and anesthesia. Clinical competence in cardiopulmonary resuscitation, initiation of therapy, tracheal intubation, arterial blood gas puncture and analysis, ventilator monitoring, ventilator circuit change, bedside parameters for weaning, extubation, oxygen tents, post-op respiratory care, nasotracheal suction, infant CPAP, infant ventilator set-ups, adult ventilator set-ups, IMV, PEEP/CPAP, transport, pulmonary function testing, respiratory equipment cleaning and maintenance. Prerequisite: RT120, RT125, RT135, RT160.

4 credit hours.

RT255 Clinical Practice IV

Clinical practice in respiratory therapy including rotations through general therapy procedures (may include evening rotations), critical respiratory care, and pulmonary function testing. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competency in cardiopulmonary resuscitation, arterial blood gas puncture and analysis, ventilator monitoring, ventilator circuit change, oxygen tents, spirometry. Prerequisite: RT120, RT125, RT160. Corequisite: RT210.

1 credit hour.

RT260 Clinical Practice V

Clinical practice in respiratory therapy including rotations through general therapy procedures, clinical respiratory care, and pulmonary function testing (may include evening rotations). In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competence in initiation of therapy, bedside spirometry,

nasotracheal suction, IMV, weaning from mechanical ventilation. Prerequisite: RT250.

1 credit hour.

RT270 Clinical Practice VI

Clinical practice in respiratory therapy including rotations through general therapy procedures (may include evening rotations), critical respiratory care, and pulmonary function testing. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Clinical competence in initiation of therapy, lung volumes determination, PEEP/CPAP, extubation, post-op respiratory care. Prerequisite: RT320, RT260.

1 credit hour.

RT280 Clinical Practice VII

Clinical practice in respiratory therapy including rotations through general therapy procedures (including limited evening, weekend, and night rotations), critical respiratory care, pulmonary function testing, secondary clinical affiliates, clinical laboratory, anesthesia, and respiratory therapy management and education. Clinical competence in adult ventilator set-up, infant ventilator set-up, patient transport with mechanical ventilation, exercise testing, methacholine challenge testing, lung diffusion testing, respiratory equipment cleaning and maintenance. In addition to application, emphasis will be placed on patient evaluation and determination of appropriateness of therapy. Prerequisite: RT330, RT135, HR312, RT270. Prerequisite or Corequisite: RT240.

3 credit hours.

RT320 Pulmonary Physiology

A comprehensive study of pulmonary physiology with special emphasis on clinical application of physiologic principles. Also included are the influences of pulmonary and renal physiology on acid base balance, and neurologic aspects of respiratory care. Prerequisites: BS212, BS213, completion of 100 level respiratory therapy courses, or permission of instructor.

3 credit hours.

RT330 Cardiac, Physiology, Pharmacology, and EKG Interpretation

A review of cardiac physiology and cardiac disease and a comprehensive study of the EKG and pharmacologic treatment of cardiac disease. Special emphasis will be placed on the interrelationship of cardiac and pulmonary disease. Prerequisites: BS212, BS213, completion of 100 level respiratory therapy courses, or permission of instructor.

2 credit hours.

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RT350 Clinical Practice VIII

This is a clinical practice course in respiratory therapy including rotations through general therapy procedures and critical respiratory care. Special emphasis is placed on neonatal care and hemodynamic monitoring with clinical competence evaluation in neonatal respiratory care and hemodynamic monitoring techniques. Prerequisites: RT320, RT330, or permission of instructor.

1 credit hour.

RT410 Independent Study in Respiratory Therapy

This course is designed to allow the student an opportunity to participate in a research project or clinical affiliation of his/her choice. This project is conducted under the direction of a faculty member. Prerequisite: Completion of the junior year of the respiratory therapy program or permission of the instructor.

1-3 credit hours.

RT415 Clinical Practice IX

This is a clinical practice course in respiratory therapy including rotations through general therapy procedures, critical respiratory care, and pulmonary function testing. In addition to required clinical rotations, the student will be allowed the opportunity to select clinical rotations of individual interest. Prerequisites: RT350 or permission of instructor.

1 credit hour.

RT420 Clinical Practice X

A continuation of RT415.

Prerequisites: RT415 or permission of instructor.

1 credit hour.

RT450 Respiratory Therapy Seminar

This course is designed to integrate all aspects of the student's respiratory therapy experience. Selected topics are discussed as they relate to respiratory therapy practice. Students present patient case studies, review current journal articles, and present a research paper. Prerequisites: completion of the junior year of respiratory therapy or permission of the instructor.

2 credit hours.

DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration accepts all students who are first admitted to the College. The business curricula are designed to provide students with education to prepare them to make sound judgments as they enter the business community.

The Department of Business Administration offers baccalaureate degree programs in Accounting, Business Education, Computer Information Systems, Management, Marketing and Office Administration. Minors

may also be earned in many of these programs. Associate degree programs are offered in Business Administration, Computer Programming, Real Estate, Retailing, and programs in the Secretarial Specialist area: Executive, Legal, and Medical.

Normally, a student will take a minimum of 24 semester credits in the major subject for a baccalaureate degree (15-18 credits are required for a minor) and 15 credits for associate degree. Each major program also has some requirements for supporting courses outside the major subject. In some cases these departmental requirements also serve to fulfill the general college requirements. Each student should consult with the assigned faculty advisor every semester and review the program requirements and progress towards graduation.

Enrollment in 300-400 level business courses is restricted to students of at least junior status unless specifically exempted by the requirements in a particular program or the instructor of the course. In general, all required 100-200 level courses in English and Communications, Mathematics, Statistics, Economics, Accounting and Computer Information Systems must be completed before enrolling in 300-400 level business courses unless specifically exempted by the faculty advisor.

Credits transferred from a two-year institution will normally not be accepted as satisfying 300-400 level business course requirements unless verification of competency is achieved. This verification, as determined by the chair, advisor or program coordinator, may require satisfactory completion (a "C" or better) in a higher level course in the same or similar area or credit-by-examination. In all transfer cases at least four major courses, as determined by the advisor or program coordinator, must be completed at York College.

General Business Courses

M260 Business Statistics

Fall-Spring Semesters

An introductory course in statistics. Coverage includes probability and probability distributions, descriptive statistics, and interval estimation of means and proportions. Prerequisite: S153 or equivalent.

3 class periods. 3 credit hours.

M345 Business Law I

Fall-Spring Semesters

A study of the legal environment of business. The Constitution, courts and procedures, torts, criminal law, contracts, the Uniform Commercial Code and business ethics are covered.

3 class periods. 3 credit hours.

Course Descriptions

M346 Business Law II

Fall-Spring Semesters

A study of creditors' rights and bankruptcy, agency law, partnerships, corporations, government regulations, personal property, bailments, real property, wills/estates, insurance, professional liability and international law. Prerequisite: M345.

3 class periods. 3 credit hours.

M498, M499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

Accounting

The accounting program within the Department of Business Administration provides the academic background for students entertaining accounting as a career field. The knowledge, skills, and techniques learned are used by our graduates working for CPA firms, private industry, and governmental agencies. In recognition of the evolving nature of the accounting professions, the accounting program undergoes a constant review so that a judicious blend of general business and advanced training in accounting is received by the student.

M203-M204 Elementary Accounting

Fall-Spring Semesters

An introduction to the principles and concepts of accounting. The first semester's work covers the complete accounting cycle, including preparation of financial statements. In the second semester, basic concepts, partnerships, corporations, systems, and accounting controls are studied. (M204 is optional for Accounting majors following consultation with Advisor.)

3 class periods. 3 credit hours each semester.

M301 Intermediate Accounting I

Fall-Spring Semesters

Study of the development of accounting principles and professional practice, statement of income and retained earnings, balance sheet, applications of present and future values, cash and short-term investments, receivables, inventories, current liabilities and contingencies. Prerequisite: M203.

3 class periods. 3 credit hours.

M302 Intermediate Accounting II

Fall-Spring Semesters

Topics included: Acquisition and disposal of plant assets, depreciation and depletion, intangible assets, long-term investments, long-term debt, stockholders equity, stock rights, warrants, options, convertible securities, treasury stock, earnings per share. Prerequisite: M301.

3 class periods. 3 credit hours.

M305 Taxation I

Fall Semester

An introduction to Federal, state and local taxation. Class work regularly includes preparation of principal tax reports, and analysis of the IRS code, state and local tax laws, and regulations. Prerequisite: M203 or permission of the instructor.

3 class periods. 3 credit hours.

M306 Taxation II

Spring Semester

A study of the Internal Revenue Code, IRS Regulations & U.S. court decisions as they relate to corporations, partnerships, trusts, gifts and estates. Tax planning and the effect of the tax law on business decisions is emphasized. Research will be required to demonstrate student's ability to research current tax issues and present same in a written report. Prerequisite: M305.

3 class periods. 3 credit hours.

M307 Intermediate Accounting III

Fall-Spring Semesters

Topics included: pension plans, leases, income taxes, accounting changes, statement of changes in financial position, analysis of financial statements, accounting for inflation, full disclosure in financial reporting, review of the latest FASB Statements and Interpretations. Prerequisite: M302.

3 class periods. 3 credit hours.

M350 Cost Accounting I

Fall-Spring Semesters

Basic cost accounting principles and procedures are studied. Overhead distribution and cost control applications, as well as budgetary forecasting and standard costs. Prerequisite: M203.

3 class periods. 3 credit hours.

M351 Cost Accounting II

Spring Semester

A further study of Cost Accounting and its use as a tool of management. The course stresses the analysis and presentation of accounting data for use by management in decision making and planning. Subject area to cover includes cost allocation, inventory planning and control, joint-produced costs and by-product costs, cost

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behavior patterns, and sales and production mix.
Prerequisite: M350.

3 class periods. 3 credit hours.

M390 Microcomputer Accounting Applications Fall-Spring Semesters

This course will study the use of an electronic spreadsheet to solve intermediate, cost, and advanced accounting problems. Emphasis will be on the design and construction of the worksheet models. The use of macros to automate data entry and automated general ledgers are included. Prerequisites: M105, M301, and M350.

3 class periods. 3 credit hours.

M401 Advanced Accounting Fall Semester

A continuing study in depth of accounting principles and current concepts in which theory and practice are reconciled. This is a senior level course required of all Accounting majors. Prerequisite: M302.

3 class periods. 3 credit hours.

M403 Auditing Spring Semester

A study of audit principles and current procedures, including special techniques in the prevention and detection of fraud, preparation of audit reports and working papers, and internal audit methods. Special attention is given to ADP audit procedures, preparation of audit programs, and AICPA requirements with respect to certification. Prerequisite: M301 or permission of the instructor.

3 class periods. 3 credit hours.

M404 Advanced Accounting II Spring Semester

A continuing in-depth study of accounting principles and current concepts. Subjects included are consolidations, special problems, governmental units, non-profit organizations, multinational enterprises, and fiduciaries. Prerequisite: M401.

3 class periods. 3 credit hours.

M405, M406 Accounting Internship Fall-Spring Semesters

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Grading will be Pass/Fail.

3 credit hours each semester.

Business Education/Office **Administration/Secretarial Studies**

Business Education (Baccalaureate degree)

The business education major prepares teachers in business and office education subjects for employment in middle and high schools, vocational technical schools, private business schools, and community colleges. Our program is authorized by the Department of Education of the Commonwealth of Pennsylvania. A student who completes the program and is evaluated by the faculty as a competent beginning teacher will be recommended by the College for a teaching certificate which is granted by the Commonwealth of Pennsylvania. Specialized competencies must be developed by all students in Office Technologies (typewriting) and at least one of the following certification areas: Accounting, Data Processing, Marketing, and Secretarial (shorthand).

Office Administration (Baccalaureate degree)

The office administration major provides the opportunity for students to combine competency in office secretarial skills with a well-rounded background in general education and a sound understanding of business and economic concepts, principles, and procedures. With this background, the graduate can expect to qualify for such positions as administrative assistant, director or supervisor of office services, or executive assistant. Both government and industry provide interesting opportunities for graduates of the office administration program.

Secretarial Specialist (Associate degree)

In large companies and small offices, secretaries are in demand and must be prepared to work in a world of change, growth, and opportunity. Our secretarial program offers three fields of specialization: Executive, Legal, and Medical. Supervised on-the-job experience is available through a practicum elective. A series of options enables the secretarial student to acquire the necessary skills and a sound general education either to initiate a career or to continue on in the Office Administration/Business Education programs.

Course Descriptions

M110 Keyboarding

Fall-Spring Semesters

Designed to enable students to correctly enter alphanumeric data into a desktop keyboard unit. Emphasis will be placed on the use of correct techniques for inputting source material as well as the development of minimal speed and accuracy skills. (Designed for those students with no formal typing experience. Not open to students who have taken or are taking M183, M184, or M186.) May be taken Pass/Fail.

2 class periods. 1 credit hour.

M165 Mathematics of Business

Fall-Spring Semesters

A study of basic computational procedures with application to problems of everyday business practice. Survey includes computation of interest, annuities, retail prices, wages, inventory, and depreciation. Students will develop the touch method of electronic calculator use and will perform some math applications on a microcomputer. (Not open to junior & senior level Business Administration majors without permission of faculty advisor.)

3 class periods. 3 credit hours.

M183 Elementary Typewriting

Fall Semester

Designed for students with no or limited previous training in typewriting. Development of basic keyboard skills within prescribed standards in the preparation of letters and various business forms. (A level of placement test will be administered.)

4 class periods. 3 credit hours.

M184 Document Creation (Advanced Typewriting I)

Fall-Spring Semesters

Emphasis is placed on development of basic typewriting skills in the preparation of business forms and letters. Prerequisites: Basic knowledge of the touch system of typing.

4 class periods. 3 credit hours.

M186 Document Processing (Advanced Typewriting II)

Spring Semester

A continuation of M184 with further development of typewriting skills and advanced document preparation. Machine transcription will be introduced as an input device for document production. Prerequisite: M184 or equivalent.

4 class periods. 3 credit hours.

M191 Shorthand I (Gregg Series 90)

Fall Semester

The development of the theory of writing the Gregg (series 90) shorthand. Emphasis is placed on reading,

writing, and transcribing skills applicable to shorthand to attain prescribed standards. (Test exemption materials are available for students with a Century 21 shorthand background. Stenograph shorthand [machine] is available on an individualized learning basis only.)

5 class periods. 3 credit hours.

M192 Shorthand II

Spring Semester

Includes a review of the Gregg Series 90 shorthand system as applied to writing common business terminology. Emphasis is placed on dictation speed and non-shorthand transcription factors to attain prescribed dictation speeds transcribed in mailable form. Prerequisite: M191 and M183 or equivalents.

5 class periods. 3 credit hours.

M283 Shorthand Transcription

Fall Semester

Designed to build and expand the shorthand vocabulary germane to the student's area of concentration. Sustained dictation and mailable transcription of correspondence incorporating this shorthand vocabulary is emphasized. Prescribed standards of speed and accuracy are emphasized. Prerequisite: M184 and M192 or equivalents.

4 class periods. 3 credit hours.

M287 Office Procedures

Fall Semester

An exploration of modern office procedures which integrates previously acquired skills. Includes preparation and distribution of business reports, current reprographic technology, automatic typewriter/word processor/microcomputer applications, telephone techniques, and special emphasis on office communication. Prerequisite: M184 or equivalent.

3 class periods. 3 credit hours.

M291 Information Administration

Fall Semester

A study of the principles of creation, use, maintenance, and destruction of information. Filing systems, storage facilities, micrographics, and control of records will be discussed. Simulated activities will give students practice in electronic storage/retrieval utilizing appropriate software. Prerequisite: Sophomore or higher standing.

3 class periods. 3 credit hours.

M292 Office Simulations

Spring Semester

This is an advanced-level course designed to develop the operational competencies needed by the top-level

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secretary. Advanced word processing applications using simulation packets and machine transcription on a variety of word processing hardware will be used to develop those skills germane to the student's area of secretarial concentration. Laboratory office experience will be a part of the course work. Prescribed standards of speed and accuracy are emphasized. Prerequisite: M287 or equivalent.

3 class periods and 1 practice period.

3 credit hours.

M294 Office Administration

Spring Semester

Examines the principles of scientific office management in the areas of job analysis, the physical environment (office design), work allocation, reprographics, and budgetary control. Emphasis will be placed on office-related staffing, motivation, requisition/management of office equipment (including word processing/information processing). Some focus on management of paper flow and telecommunications is included. Prerequisite: Sophomore standing.

3 class periods. 3 credit hours.

M298 Secretarial Practicum

Planned and supervised work experience at selected cooperating firms. Agencies will be carefully selected to ensure that they will provide a variety of experiences of educational value. The student will spend 120 hours with a selected agency plus conferences with the supervising professor. Prerequisites: Full-time secretarial Associate degree candidate, 45 or more credits and 2.0 or better GPA. Grading* will be Pass/Fail.

3 credit hours.

M372 Principles of Business Education

Spring Semester

A study of the principles and problems of business education today; research, standards, guidance principles, follow-up and survey studies, courses of study, public relations, and current legislation of vocational business education are emphasized. The design of the secondary curricular structure is also discussed. Prerequisite: Junior or Senior standing.

3 class periods. 3 credit hours.

M431 Seminar in Office Automation and Technologies

Spring Semesters

The study of advanced concepts and issues related to office automation and administration. Content will vary with new technological advancements. Information processing, local area networking, telecommunications, micrographics, electronic calendaring are possible topics. On-site research and observations will be part of the seminar activities. Prerequisites: Senior standing or permission of instructor.

3 class periods. 3 credit hours.

M471 The Teaching of Business Subjects

Fall Semester

A study of the business education curriculum in public schools, objectives, methods, and special considerations in the planning, organizing, teaching, and evaluating of business subjects taught in secondary schools. Prerequisite: Junior or Senior standing.

3 class periods.

1 one-hour laboratory period.

3 credit hours.

Computer Information Systems

The major in Computer Information Systems (CIS) within the Department of Business Administration prepares the student for a career in the field of information systems processing. The traditional entry level position is that of a programmer or systems analyst trainee. The CIS program will provide skills necessary to expedite the upward mobility of the student into positions such as data processing manager or manager of information services. Both a baccalaureate degree and an associate degree are available. Each program requires a core of general business courses in addition to the CIS requirements. In this way the student learns not only how to process information in a technically efficient manner, but also becomes knowledgeable as to what information is required in the modern business environment and how it is used.

M105 Principles of Computer Information Systems

Fall-Spring Semesters

Introduces the students to information systems vocabulary, the historical perspective of information systems, the impact of computers on society, the characteristics of sequential and direct file organizations and processing, and the basic characteristics of teleprocessing and distributed systems. In addition, the student will learn to successfully operate a microcomputer using business application packages including word processing, data management, graphics and spreadsheets.

3 class periods. 3 credit hours.

M127 BASIC Programming on the Microcomputer*

Fall-Spring Semesters

Microcomputers and BASIC (Beginner's All-Purpose Symbolic Instruction Code) are covered in progressively more complex assignments via student elected applications. (May be taken on a pass-fail basis.)

3 class periods. 3 credit hours.

M176 Pascal Programming*

Fall-Spring Semesters

This course provides the student with the capability to program in a computer language which enforces correct programming techniques. It is used in graphics, systems programming and real-time applications.

Course Descriptions

Prerequisite: M105 recommended for students with no computer experience.

3 class periods. 3 credit hours.

M200 FORTRAN Programming*

Fall-Spring Semesters

The FORMula TRANslation programming language, FORTRAN, is covered. Some flowcharting and use of design, record and coding forms is required. Matrices, sorting and file accessing are covered. Prerequisite: M105 recommended for students with no computer experience.

3 class periods. 3 credit hours.

M207 COBOL Programming*

Fall-Spring Semesters

COBOL (Common Business Oriented Language) is used extensively throughout the business world. This course provides the student with the capability to program elementary business applications in ANSI (American National Standards Institute) COBOL. While the major part of this course is devoted to satisfactorily programming assigned business problems, the student will also learn structured design and coding techniques, common business documentation formats and standard testing and COBOL debugging methods. Prerequisite: M176 or M200.

3 class periods. 3 credit hours.

M208 Advanced COBOL Programming*

Fall-Spring Semesters

This course consists of more advanced structured design and programming and business file application problems. Disk file organization and storage concepts, programming efficiencies and access methods for sequential and indexed-sequential files, file maintenance activities, and record retrieval are included in assigned programming problems. Business documentation and interactive programming considerations in a communication environment are considered. Prerequisite: M207.

3 class periods. 3 credit hours.

M227 RPG Programming*

Course provides the student with a capability to program in a computer language which can be found in use in selected locations through commerce and industry. Prerequisite: M105 recommended for students with no computer experience.

3 class periods. 3 credit hours.

M281 Data Structures and Algorithms

Spring Semester

This course provides the tools necessary to prepare the student to be an applications programmer. Subjects include data structures, programming algorithms, and advanced programming techniques. The course is not language specific and as such is not considered a pro-

gramming language course. Prerequisite: 3 semesters of programming (3rd may be concurrent).

3 class periods. 3 credit hours.

M317 Networks and Distributive Processing

Spring Semester

An analysis of the problems involved in the design, implementation and operation of real-time computer systems, telecommunications and computer networks. Variations in distributive systems and alternatives of the central vs. decentralized data bases, network and subnetwork design and control are covered in addition to mini/microcomputers as replacement technology. Prerequisite: M207.

3 class periods. 3 credit hours.

M324 Management Information Systems

Fall Semester

Design analysis and evaluation of computerized management data base systems (e.g. personnel, finance, reservation, production-control). Integrates managerial and computer knowledge towards identifying and solving informational problems. Computer literacy is extended to MIS literacy. Prerequisite: At least one programming language course.

3 class periods. 3 credit hours.

M433 Business Systems Analysis & Design

Fall Semester

This course covers the concept of the computer systems development life cycle, including the analysis, design and implementation of business software systems. The structured analysis and design methodology will be used to emphasize data flow diagrams, data dictionary notation, data structure diagrams, entity relationship diagrams, structured English, pseudocode, decision tables and structure charts. Individual assignments and a group project will be required. Prerequisite: M324.

3 class periods. 3 credit hours.

M435, M436 Internship

Planned and supervised work experience in a computerized systems environment at selected cooperating firms. Supplementary training, conference, reports, and appraisals. The program requires approximately ten hours per week for twelve weeks. Prerequisite or Corequisite: M324. Grading is Pass/Fail.

3 credit hours each semester.

M438 Computer Operating Systems

Fall Semester

Computer operating systems concepts are studied for batch, time-sharing and multiprocessing design. The basic divisions of the executive software are identified with their control blocks, formats, logic, location, and linkage. Prerequisite: M324.

3 class periods. 3 credit hours.

*Only one programming language course may be taken in a semester.

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M452 Data Base Management Systems **Spring Semester**

This course provides the student with a knowledge of the major software systems available for managing and protecting stored data bases. The organization and use of various data bases is covered along with advantages and disadvantages of use of each. Prerequisite: M324.

3 class periods. 3 credit hours.

M475 Selected Topics in CIS

This course is a seminar in CIS intended to provide coverage of topics of special interest or noteworthy significance in the CIS field. Course requirements will generally include a course project. Prerequisite: Senior standing in the major or permission of the instructor.

3 class periods. 3 credit hours.

Economics and Finance

M220 Principles of Economics (Macro)

Fall Semester

The study of aggregate or total economic activity. Topics such as employment, inflation, and production are analyzed in relation to national economic policies.

3 class periods. 3 credit hours.

M221 Principles of Economics (Micro)

Spring Semester

The study of individual decision makers within the economy. Price and output determination is explained by the interaction of supply and demand, the behavior of the firm and the household, and the impact of various market structures. Prerequisite: M220.

3 class periods. 3 credit hours.

M311 Investments

Fall Semester

A study of the principles and guidelines for effective individual as well as institutional investment. Various types of stocks, bonds, mutual funds, commodities, real estate, insurance and other forms of investment are analyzed as vehicles for attaining multiple objectives.

3 class periods. 3 credit hours.

M332 Money and Banking

Fall Semester

An analysis of money and credit and their relation to economic activity and prices; organization, operation, and functions of the commercial banking system; structure, objectives, functions, and instruments of control of the Federal Reserve System; monetary policy and international financial relationships. Prerequisite: M221 and two semesters of Accounting.

3 class periods. 3 credit hours.

M349 Introduction to Finance

Fall-Spring Semesters

An analysis of the financial problems of business; current and long-term requirements for capital; analysis of

the capital structure; characteristics of various types of securities and security marketing. Prerequisite: Two accounting courses, M220 and M221.

3 class periods. 3 credit hours.

M411 Bank Management

Practical aspects of commercial bank management; bank operations; the management of lending; management of liquidity resources; bank investment portfolio problems; funds management; personal money management. Prerequisite: M332, M349.

3 class periods. 3 credit hours.

M413 Banking Internship

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Prerequisite: M332, M349. Grading will be Pass/Fail.

3 credit hours.

M428 International Economics

Spring Semester

A study of factors affecting international trade, including resource allocation, motives for methods of protectionism, foreign exchange and currency valuation, international debt, the role of risk in international trade and finance, and economic growth. Prerequisite: M221.

3 class periods. 3 credit hours.

Management

Management, the process of getting things accomplished through people, involves managing the physical and human resources of an organization in a financially sound manner. Accordingly, the Department of Business Administration has chosen to organize its management courses under the general management, production management, human resource management, and banking and financial management subdivisions.

Students may choose not to concentrate in a specialization area defined by the subdivisions shown below. These students may select a combination of elective courses from the various management offerings.

Production management involves managing the "transformation process" by which organizations convert input into output. These students find employment in operations (line) management, production planning and control, purchasing management, physical distribution management, materials management, or quality management.

Human resource management involves the management of an organization's most valuable resource: its people. The responsibility of the traditional personnel function has been broadened in modern organizations

Course Descriptions

to include compensation administration, labor law and personnel selection and development.

Banking and financial management courses prepare students for careers in financial planning and budgeting, banking, investment, risk management, or international finance and trade. Management majors may concentrate in this area by taking approved elective courses from both management and economics and finance offerings.

M205 Supervisory Management

Fall-Spring Semesters

This course involves the basic management fundamentals with particular attention to problems of firstline supervisors: communication, discipline, leadership, planning, organizing, hiring, relations with superiors and subordinates. This course may not be taken for credit after, or concurrent with, M315.

3 class periods. 3 credit hours.

M310 Quantitative Analysis for Management Decisions

Fall Semester

Application of mathematical modeling techniques to management decision problems. Survey includes modes of decision making under uncertainty, linear programming, inventory control and network analysis. Computer applications are included. Prerequisite: S166 and M260 or equivalents.

3 class periods. 3 credit hours.

M315 Principles of Management

Fall-Spring Semesters

A study of traditional and contemporary management theories, including contingency management and open system theory. Focus of analysis is on managerial functions of planning, organizing, leading and controlling. The course is intended to develop a diagnostic management style which is essential for managing diverse organizational situations.

3 class periods. 3 credit hours.

M322 Organizational Behavior

Fall-Spring Semesters

A study of theory and research findings related to human behavior in organizations. Focus of study is an analysis of individual, intragroup and intergroup behavior. Additional emphasis is placed upon leadership and change within an organization. Prerequisites: B161, B185 and M315.

3 class periods. 3 credit hours.

M328 Human Resource Management

Fall-Spring Semesters

This course explores theories and concepts leading to the effective utilization of human resources in organizations. The processes of manpower planning, recruitment, selection and employment, training, promotion,

compensation and discipline are specifically examined. The complex legal environment in which personnel is practiced is given special emphasis. Prerequisite: M315.

3 class periods. 3 credit hours.

M331 Labor Relations

Fall Semester

A study of problems in labor relations in the United States including the history and development of labor unions, their objectives, structure, government and internal management; collective bargaining unit emphasis on contract negotiation and arbitration; public policy, including labor legislation. Prerequisite: M315.

3 class periods. 3 credit hours.

M334 Labor Law

Spring, even numbered years

An in-depth examination of the relevant legislation and regulation affecting labor-management relations in the U.S., in both the public and the private sectors of our economy. Prerequisite: M328.

3 class periods. 3 credit hours.

M342 Starting and Operating a Small Business

Fall-Spring Semesters

This course is directed toward students who have an interest in starting or improving their own business. Coverage includes making the decision, getting started, marketing and producing, financing and financial management, regulations and taxes. Development of a business plan is required. Prerequisites: M203 and M205 or equivalents or permission of instructor.

3 class periods. 3 credit hours.

M343 Production/Inventory Control

Spring Semester

The organization, application and objectives of production control as it relates to all phases of manufacturing operations. Prerequisite: S166 and M260 or equivalent.

3 class periods. 3 credit hours.

M353 Physical Distribution

Spring Semester

(For description see page 110.)

M354 Risk Management and Insurance

Fall Semester

A basic introduction to the fundamentals of life, property and casualty insurance, with emphasis on the various types of risks, contract analysis, and cost.

3 class periods. 3 credit hours.

M356 Production/Operations Management

Fall-Spring Semesters

A study which focuses on the management of resources required to produce products or services within the framework of an organizational structure. The principles of facility location and layout planning, operational processes, product/service development,

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forecasting, planning, staffing, work measurement/job design, inventory control, procurement, quality control/assurance and research techniques are covered. Prerequisites: M260 and M315.

3 class periods. 3 credit hours.

M364 Statistical Analysis for Management Decisions

Spring Semester

An extension of M260 which emphasizes the application of statistical techniques to management decision problems. Coverage includes analysis of multivariate variance regression, time-series analysis and selected non-parametric methods. Prerequisite: S166 and M260 or equivalent.

3 class periods. 3 credit hours.

M382 Inventory Management

Spring Semester

With M385 a two semester course series designed to cover all phases of production planning and control. Includes: physical inventory control, inventory systems, inventory relationships, inventory accounting, bills of materials, materials requirements planning, manufacturing control systems, and distribution inventory management. Prerequisite: M343 or M356 or instructor approval.

3 class periods. 3 credit hours.

M384 Purchasing Management

Fall Semester

Purchasing Management encompasses the processes, common to all businesses, by which organizations are supplied with the goods and services, including utilities, capital equipment, supplies, materials, and purchased parts, needed to achieve their objectives. Prerequisite: M315.

3 class periods. 3 credit hours.

M385 Physical Resource Management

Fall Semester

With M382 a two semester course series designed to cover all phases of production planning and control. Includes: master resource planning including forecasting, production planning, master production scheduling, and demand management; capacity management; and production activity control. Prerequisite: M343 or M356 or instructor approval.

3 class periods. 3 credit hours.

M411 Bank Management

Spring Semester

(For description see page 106.)

M434 Compensation Administration

Spring, odd numbered years

This course is designed to give the student an indepth introduction to the field of wage and salary administration. In addition to the techniques of wage survey, job analysis, job structure pricing and individual pay determination, relevant legislation and the psychological and economic rationale for an effective monetary reward system will be examined. Prerequisite: M328.

3 class periods. 3 credit hours.

M441 Seminar in Management

Fall-Spring Semesters

A senior course designed for development of managerial skills and understanding. A computer assisted business simulation exercise is used along with group action, organizational development and evaluation. Prerequisite: Senior standing.

3 class periods. 3 credit hours.

M442 Business and Society

Fall Semester

The interactions among business, government and society will be examined through discussion of the legal and regulatory frameworks. Topic areas such as environmental and consumer protection, technological and social responsibilities and employee rights will be covered. A main theme will be an examination of ethical dilemmas facing business managers. Prerequisite: Business majors with senior standing.

3 class periods. 3 credit hours.

M444 Personnel Selection and Development

Fall Semester

A human resource management course which focuses on the selection and development of a competent workforce. Topics include needs assessment, manpower planning, job analysis, the Federal Uniform Guidelines, screening, interviewing, management development, employee training, and system evaluation. Prerequisite: M328.

3 class periods. 3 credit hours.

Course Descriptions

M445 Advanced Operations Management Spring Semester

An extension of M356 which covers in greater detail the traditional POM topics and surveys emerging advanced manufacturing technologies including: robotics, CAD-CAM, group technology, flexible mfg. systems, bar coding, computer integrated manufacturing, automated storage and retrieval, and sensor technology. Also covers quality assurance management including statistical process control. Prerequisite: S166, M260, M356.

3 class periods. 3 credit hours.

M447, M448 Management Internship

Planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals. Prerequisite: Junior standing and departmental approval of each student participant's individual program. Credit awarded will be based on length and scope of each program.

3 credit hours each semester.

M482 Strategic Planning and Policy Formulation

Fall-Spring Semesters

A capstone course in business policy which provides a "boardroom" perspective of the organization and its operating environment by focusing on those entrepreneurial and administrative tasks associated with formulating and implementing long-range strategy and directing the total enterprise. Emphasis is focused on the three-to-twenty year planning horizon. Prerequisite: Senior standing and M349.

3 class periods. 3 credit hours.

Marketing and Retailing

The marketing program within the Department of Business Administration offers a baccalaureate degree with a marketing major as well as associate degree with a retailing major.

Students interested in the marketing major may choose to concentrate in one of three areas of marketing or select a general marketing track. The areas of specialization are consumer products marketing, industrial marketing, and retailing. The consumer products concentration is designed for students interested in careers with companies that produce goods or services for sale to consumers. Businesses of this type employ individuals from the marketing field as brand managers, market analysts, professional salespeople and as advertising specialists. The industrial marketing concentration is designed for students interested in working for businesses producing goods and services for sale to other businesses. Industrial marketing com-

panies employ individuals from the marketing field as professional salespeople, sales managers, market analysts and physical distribution managers. The retailing concentration is designed for students interested in working for retailers. Retailers employ individuals from the marketing field as store managers, merchandise managers, retail ad copywriters and sales trainers.

The general marketing track is designed to meet the needs of students who have not yet decided on a particular type of marketing career or who plan to work for a small business and must therefore serve as a marketing generalist.

The associate degree with a retailing major is designed for students seeking a supervisory position with a retailer. Examples of supervisory positions would include department managers, assistant store managers, small or branch managers and assistant buyers.

M262 Principles of Marketing

Fall-Spring Semesters

A study of the concepts, processes and institutions involved in bringing to the customer the variety of goods and services produced through industry and agriculture.

3 class periods. 3 credit hours.

M277 Personal Selling (Salesmanship)

Fall Semester

A study of selling fundamentals including the psychological principles of selling, customer attitudes and demand factors, the selling process and the application of selling principles.

3 class periods. 3 credit hours.

M278 Retailing

Fall-Spring Semesters

The objectives of this course are to help the student better understand and evaluate the specific activities of management, merchandising and promotional functions required in the operation of a retail organization in a competitive business environment.

3 class periods. 3 credit hours.

M297 Retailing Practicum

Fall-Spring Semesters

This course involves planned and supervised work experience at selected cooperating firms. Agencies will be carefully selected to ensure that they provide a variety of experiences of educational value. The student will spend 120 hours with a selected agency plus conferences with the supervising professor. Prerequisite: Full-time Retailing Associate degree candidate, 45 or more credits and 2.0 or better GPA. Grading will be Pass/Fail.

3 credit hours.

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M335 Fashion Marketing

Fall-Spring Semesters

This course examines marketing principles and strategies as they apply to fashion trends, the domestic and foreign ready-to-wear market, the designer market and the promotion and display of fashion. Prerequisite: M262.

3 class periods. 3 credit hours.

M339 (M263) Advertising

Fall-Spring Semesters

This course involves a study of the organization and functions of advertising from the viewpoint of management—types of advertising, media selection and evaluation, preparation of copy and layout. Prerequisite: M262.

3 class periods. 3 credit hours.

M353 Physical Distribution

Fall-Spring Semesters

This course emphasizes the planning, controlling and coordinating of the movements of products through the various intermediaries. Consideration is given to such activities as production scheduling, storage, inventory control, materials handling, packaging, order processing, transportation and plant warehouse site selection. Prerequisite: M262 and M315.

3 class periods. 3 credit hours.

M360 Consumer Behavior

Fall-Spring Semesters

This course involves an analysis of consumer behavior with reference to spending and saving habits, product preferences, shopping behavior, leisure time patterns, social change and mobility and the influence of advertising, selling and fashion trends. Prerequisite: M262.

3 class periods. 3 credit hours.

M361 Advanced Advertising

Fall Semester

This course covers the strategic use of advertising and related sales promotion in the marketplace. Emphasis is placed on campaign development and coordination under conditions of uncertainty and multiple segmentation. Prerequisite: M339.

3 class periods. 3 credit hours.

M365 Industrial Marketing

Spring Semester

This course is designed to provide an understanding of marketing in industrial or technology based firms. Topics covered include the industrial environment, marketing mix applications, planning and organizational structures. Prerequisite: M262.

3 class periods. 3 credit hours.

M366 International Marketing

Fall Semester

The objective of this course is to help the student to

better understand and evaluate marketing functions from the viewpoint of the international executive. Coverage will include international marketing policies relating to product adaptation, channels of distribution, pricing, communications and cost analysis. Consideration will also be given to the cultural, legal, financial and organizational aspects of international marketing. Prerequisite: M262.

3 class periods. 3 credit hours.

M369 Retail Buying and Merchandising

Spring Semester

This course is designed to provide students with the theoretical and practical concepts required for successful buying and merchandising in retailing. Prerequisite: M262.

3 class periods. 3 credit hours.

M380 Sales Management

Spring Semester

This course involves an in-depth examination of the role of the sales manager. Areas covered include the recruiting, training and supervision of salespersons; the organization of sales territories; compensation schemes; and sales forecasting. Prerequisite: M262 and M277.

3 class periods. 3 credit hours.

M462 Marketing Research

Fall Semester

This course covers managerial uses of marketing research in formulating marketing strategy; includes determination of situations requiring research, appraisal of alternative research methods and evaluation of studies, including theoretical concepts in research methodology. Prerequisite: M262, M310 or M364 and Senior standing.

3 class periods. 3 credit hours.

M465 Marketing Policies and Strategies

Spring Semester

This course is designed to be the last marketing course taken by marketing majors. It involves the study of the administrative process and analysis utilized by chief executives to formulate marketing policy and make strategic and tactical decisions under conditions of uncertainty. Prerequisite: M310 or M364 and M462.

3 class periods. 3 credit hours.

M467, M468 Marketing Internship

Fall-Spring Semesters

This course involves planned and supervised work experience at selected cooperating firms. Supplementary training conference, reports and appraisals are required. Prerequisite: Junior standing and departmental approval of each student participant's individual program. The program requires approximately ten hours per week for twelve weeks. Grading will be Pass/Fail.

3 credit hours.

Course Descriptions

Real Estate

(These courses generally meet one night per week for three hours and for ten weeks.)

M150 Real Estate Fundamentals

Fall-Spring Semesters

Designed to provide the student with a basic foundation for additional study and support the practice of real estate in Pennsylvania. The course is designed to acquaint the student with the language, principles and laws that govern the business of real estate. Emphasis is on the underlying concepts of land, property, rights in realty and the means, methods and laws that govern the conveyance of these rights.

2 credit hours.

M151 Real Estate Financing

Fall Semester

An elemental course in the fundamentals of real estate financing. Included are the history and theory of financing and the types, source of funds, mortgage banking for all kinds of lending institutions, Federal government financing, commercial and industrial financing and analysis of actual procedures used. Prerequisite: M150 or permission of instructor.

2 credit hours.

M152 Real Estate Law

Spring Semester, even numbered years

A course fundamental in design to acquaint the student with the laws involved in the practice of real estate with emphasis on the laws of the Commonwealth of Pennsylvania. Studies in the purpose of the law, rights of persons in real estate, the concept of private property in relation to government, types of property and the interests therein, restrictions, liens and incumbrances, instruments used, methods of transfer and recording, the Pennsylvania Real Estate Brokers' Act and the rules and regulations thereunder. Prerequisite: M150 or permission of instructor.

2 credit hours.

M153 Real Estate Appraisal

Fall Semester, even numbered years

A basic course in the fundamentals covering all real property appraising concepts and the technical skills employed in their applications to residential property. This course is an authoritative introduction to the field of real property valuation designed for the beginner appraiser, real estate broker, lender, builder and assessor. Prerequisite: M150 or permission of instructor.

2 credit hours.

M155 Principles of Real Estate Management

Fall Semester, odd numbered years

A basic course in the principles of real estate management to include its scope, nature and history. Studies

to include the nature of real estate markets, property, neighborhood and population analysis, merchandising rental space, leases of all types, credits and collections, tenant and public relations, maintenance and management as it relates to syndicate, corporate and cooperative ownership. Prerequisite: M150 or permission of instructor.

2 credit hours.

M156 Analysis of Residential Construction

Spring Semester

In this course, the construction and building of a single family dwelling will be the topic. Studies will cover frame, masonry, pre-cut, prefabricated and modular homes. Plot plans, landscaping, floor and room design and specifications will be the subjects covered.

2 credit hours.

M157 Real Estate Practice

Fall-Spring Semesters

To provide the student with an introduction to all facets of the real estate business, including a survey of fields of specialization. Emphasis is on the role of a real estate agent in the field of brokerage. This course is designed to acquaint the student with the basic techniques, procedures, regulations and ethics involved in a real estate transaction along with a working knowledge of the forms and documents used including the related mathematics. Prerequisite: M150 or permission of instructor.

2 credit hours.

M296 Real Estate Practicum

Planned and supervised work experience at selected cooperating firms. Agencies will be carefully selected to ensure that they will provide a variety of experiences of educational value. The student will spend 120 hours with a selected agency plus conferences with the supervising professor. Prerequisite: Fulltime Real Estate degree candidate, 45 or more credits and 2.0 or better GPA. Grading will be Pass/Fail.

3 credit hours.

M131 Land Use, Planning, Control

Spring, odd numbered years

Planning and control of land use, environmental and zoning studies, planned developments: residential, commercial, industrial and the completely inclusive development. Mobile home parks, governmental programs and the emerging developmental trends. Prerequisite: M150 or permission of instructor.

2 credit hours.

EDUCATION DEPARTMENT

A. *Purposes and Programs.* York College seeks to develop a positive teaching behavior and commit-

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ment to the profession among its students. The following programs are offered:

Elementary Education (Grades K-6)

Secondary Education (Grades 7-12):

- Biology
- Communications
- General Science
- Mathematics
- Social Studies
- Business Education
 - Accounting
 - Data Processing
 - Marketing
 - Office Technologies

B. *General Objectives.* The prospective teacher will:

1. Demonstrate effective communication skills in oral, written, and nonverbal behavior.
2. Demonstrate a knowledge of human development and its implications for the teaching-learning situation.
3. Be able to define the roles and responsibilities of teachers and other school staff members.
4. Be able to describe the American educational system with respect to its historical, sociological, and philosophical foundations as well as its functions in today's society.
5. Demonstrate an acceptable degree of skill in applying educational principles in an instructional setting.
6. Demonstrate the characteristics of a professional.
7. Acquire a broad understanding of at least one defined field of knowledge supported by a background in general education.

C. *Admission to, and Retention in, Teacher Education.*

Students seek admittance into the program through the appropriate procedures which are overseen by the College Admissions division. Freshmen normally schedule "core" classes and not education courses; with the exception of early field placement as an observer or tutor, there is normally no formalized credited coursework in the professional education block (designated by an EE or SE prefix). Pursuant of a successful initial first year, counseling by advisors will be directed more specifically to the proper course of study sequence focusing on teacher preparatory coursework. (Transfer students who are matriculated students should first meet with their assigned advisor for proper guidance.)

Elementary teacher candidates are primarily advised by Education Faculty and secondary teacher candidates by the appropriate coordinator in the academic major of their certification area.

Eligibility for institutional endorsement of cer-

tification require a student to earn a minimum grade point average of "C" (2.0) with this same level of academic achievement expected in selected courses. This includes all Education coursework as well as that of the student's academic major (if a secondary teacher candidate).

The specifics of each program of study leading to certification have been clearly itemized in the respective "check sheets" of each academic major.

The importance of being in the "real" classroom prior to student teaching is brought to fruition through the opportunities given by the Observation/Participation Program. Specifically, there is a mandatory in-school experience required of all those who seek teacher certification. Each candidate is to accumulate a minimum of one-hundred twenty hours (120 hours) of observation/participation time. This primarily entails working with students in a classroom setting as an instructional assistant or, minimally, as an observer. In this setting, students are encouraged to become actively involved in the teaching process. Each candidate is expected to have had four such experiences prior to the Professional Semester. Three of these four settings must be in a public school classroom environment and, in turn, at least one of these in an urban school.

- D. *The Professional Semester (Student Teaching).* Approximately three semesters before the student teaching experience occurs, students are asked to specify their intended date for the Professional Semester by signing the appropriate semester/year specification paper. The semester prior to the academic term of the Professional Semester students complete an application form. Each applicant's records are reviewed by the Department of Education (including the respective coordinator for those intending secondary certification). Assignment to a cooperating teacher for the student teaching experience is done during the academic year.

Applications are reviewed and candidates notified of eligibility for the Professional Semester prior to registration for senior scheduling. Students who have not removed deficiencies in their professional or academic specialization courses, and those who are on academic probation, cannot be granted permission to enroll in the Professional Semester. There is also the stipulation that the student takes no additional coursework during this period of time. While the Professional Semester is in progress, students take three courses (six credits) over a three-week period. During the remainder of the term (twelve weeks) students engage in full-time student teaching responsibilities in cooperating schools. The

Course Descriptions

course, *Senior Education Seminar*, continues throughout the whole semester.

- E. *Student Teaching*. The College endeavors to make suitable arrangements for all students admitted to the Professional Semesters. It cannot guarantee assignments. Wide variance among schools in such matters as professional standards, faculty decorum, and policies in respect to the number and type of student teachers to be accepted necessitates that the College operate within such external impositions. Accordingly, student teachers adhere to the school calendar, policies and practices adopted by the school to which they are assigned. York College provides liability insurance for its student teachers.
- F. *Teacher Certification and Placement Services*. Upon successful completion of an approved teacher education program, the attainment of a Baccalaureate degree, institutional endorsement to the appropriate state agency, and successful completion of the Pennsylvania Teacher Certification Testing Program (PTCTP), a student will be recommended for teacher certification.

Bona fide teacher education students register with the Counseling and Career Services Office to establish referral credentials and contact prospective employers.

EE104 College Reading Improvement and Study Skills

Fall-Spring Semesters

A developmental course in reading comprehension, vocabulary expansion, and retention. A significant part of the course is devoted to assisting the student in developing effective study skills.

3 class periods. 3 credit hours.

Professional Education

EE201 Teaching Language Arts and Children's Literature in Elementary School

Fall Semester

Preparation for, and practice in, teaching communication skills in the elementary school. Potential elementary teachers are provided the essential techniques, approaches and familiarity with materials needed to assist the child in developing the fundamental skills of oral and written communications. An important segment is devoted to children's literature: teacher awareness and appreciation of its role and the utilization of "trade books" within the curriculum.

3 class periods. 3 credit hours.

EE207 (EE407) Reading Readiness and Informal Early Reading Procedures

Fall Semester

A study of the significance of the interaction between the home and the school in preparing the child for

reading. Emphasis is placed on the use and limitations of reading readiness tests, mental age, concept of reading readiness, content of reading readiness programs, assessment of the child's readiness for reading instruction, and reading readiness instructional techniques.

3 class periods. 3 credit hours.

EE210 Early Childhood Curriculum

Fall-Spring Semesters

A course designed for the individual who is interested in working with pre-school children. Emphasis is on the pre-school child, types of schools and programs for pre-school children, teaching techniques and strategies to be employed with this age group and recent trends in early childhood education. Field experience in an early childhood setting is a required component of this course.

This EE210 ECC course is a prerequisite for EE211 Practicum in Early Childhood.

3 class periods. 3 credit hours.

EE211 Practicum in Early Childhood Education

Fall Semester

This course provides the student with experiences in an early childhood setting in nursery schools and day-care centers in York County. Under the supervision of the College and the cooperating institution staff, the student engages in planning, conducting and evaluating classroom learning activities.

1 class period and arrangements

with cooperating institutions.

3 credit hours.

EE221 Introduction to American Education

Fall-Spring Semesters

Emphasizes the role of the school in societal setting, the functions of schools in a changing society, community and governmental influences upon education, the school as both producer and product of social change, and the historical development of schools in America. Relates the teacher's roles and surveys philosophical influences.

3 class periods. 3 credit hours.

EE301 Developmental Reading

Fall Semester

Surveys the development of reading instruction in American schools with emphasis upon the psychological basis of the reading process and the perceptual nature of the reading act. Provides functional familiarity with methods of teaching reading in both the elementary and secondary levels. Reviews both research and current practical applications for developing content area reading skills in the areas of word recognition and comprehension. Introduces terminology and current theories in the field of reading.

3 class periods. 3 credit hours.

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EE302 Diagnostic and Remedial Reading

Spring Semester

Surveys problems in diagnosing and handling of pupils' reading difficulties to include appraisal techniques, procedures, and materials for corrective and remedial instruction. Conducting a Case Study with an individual child will constitute a significant portion of the workload in this course. Prerequisite: EE301.

3 class periods. 3 credit hours.

EE304 Teaching Elementary Social Studies in Elementary School

Spring Semester

Preparation for teaching elementary school social studies. Course content deals with recent techniques, developments in approaches, methods and materials for teaching social studies. Prerequisite: B369 and EE221 or permission of the instructor.

3 class periods. 3 credit hours.

EE307 Emergency First Aid and C.P.R.

Spring Semester

This course is designed to give the layman whether at work, coaching, or at home the necessary knowledge to give immediate care to the sick or injured. The course also involves basic anatomy and physiology and an orientation in safety. Nationally recognized certification in First Aid and C.P.R. will be awarded upon successful completion of the course and the satisfying of the certifying agencies' requirements.

3 class periods. 3 credit hours.

EE309 Principles of Athletic Coaching

A course designed to supply students with an ethically and educationally sound philosophy underlying the inclusion of competitive athletics in the education program. It is designed to provide a background of psychological and physiological insights to enable the beginning coach to effectively teach individual and group motor skills.

3 class periods. 3 credit hours.

EE310 Physical Education and Recreational Activities

Fall-Spring Semesters

This course will provide an appreciation of elementary age level growth patterns, cardiovascular and muscular limitations and development of basic neuromuscular learning. Background insights will be followed with a development of a complete program of both individual and group rhythmic games and dances for elementary school level.

3 class periods. 2 credit hours.

EE311 Prevention and Treatment of Athletic Injuries—Level I

Spring Semester

This course is designed to provide the student with insights and skills necessary to treat sports injury victims and to supply insights into both the safe utilization of athletic equipment and the guidelines for physical conditioning to minimize frequency of accidents. Students will also be informed of equipment and therapeutic procedures utilized in treatment of common athletic injuries.

3 class periods. 3 credit hours.

EE313 (EE410) The Psychology of Reading

Fall Semester

The course is concerned with what psychologists have discovered about personality development, learning styles, and classroom interaction as they relate to the teaching of reading. Students are encouraged to examine their own teaching and learning styles. Participants will assume active roles in the teaching/learning process of this course. Prerequisite: EE301.

3 class periods. 3 credit hours.

EE314 (EE408) Current Issues in Reading

Spring Semester

Provides students with opportunities to survey issues which have a current impact on the teaching of reading in our schools. The design of the course will require students to participate in a variety of learning settings, i.e., large group, small group, instructor/student, and independent research. Prerequisite: EE301 or permission of Instructor.

3 class periods. 3 credit hours.

EE315 Teaching Mathematics in the Elementary School

Spring Semester

Preparation for, and practice in, teaching Elementary School mathematics. Emphasis is placed on the development of mathematical concepts in the elementary school, strategies to be employed, background knowledge of instructional techniques, evaluation and diagnosis of mathematical problems. Prerequisites: EE221, S179 and S153.

3 class periods. 3 credit hours.

EE316 Teaching Science and Health in the Elementary School

Fall Semester

Preparation for, and practice in, teaching elementary school science and health. Emphasis is placed on the inquiry approach, the development of concepts and conceptual approaches to teaching, strategies employed in providing background knowledge, solution-centered questioning skills, class organization and grouping

Course Descriptions

modes, and planning and assessment procedures. Prerequisites: EE221, S181 or S182, BS101 or BS102.

3 class periods. 3 credit hours.

EE401 Instructional Media

Fall-Spring Semesters

Surveys principles underlying the use of audiovisual materials and devices in teaching and the utilization of teacher-made and commercial materials. The computer, as an important educational resource, is also included as a laboratory component of the course. Through laboratory work, the prospective teacher acquires skill in the use of typical classroom hardware and software items. Prerequisite: Admission to the Professional Semester.

2 class periods.

1 laboratory period.

2 credit hours.

EE402 Professional Orientation and School Law

Fall-Spring Semesters

Reviews public school structure and organization in terms of the teacher's role and his relationships with school board, administrators, supervisors, other professional and para-professional personnel, and school patrons. Familiarization with the legal foundations applicable to employment and functioning in a public school setting. To be taken the academic term prior to the Professional Semester.

2 class periods. 2 credit hours.

EE403 Educational Evaluation

Fall-Spring Semesters

Focuses upon principles and procedures underlying measurement and evaluation of learning, writing of behavioral objectives, construction of tests and test items criteria for and evaluation commercially available tests. Is combined with statistical treatment and interpretation of test scores, and procedures for appraising and reporting pupil progress. This course is conducted primarily on a self-pacing basis. Prerequisite: Admission to the Professional Semester.

2 class periods. 2 credit hours.

EE404 Directed Observation and Student

Teaching

Fall-Spring Semesters

Under the supervision of college and cooperating school staff, the student engages in the actual planning, conduct and evaluation of classroom learning activities. Focusing upon integration of all aspects of the practicum is an integral part of the course. Prerequisite: Admission to the Professional Semester, and successful completion of Ed. 401, Ed. 402 and Ed. 403. Course Fee: \$75.00

Full-time by appointment during last part of semester. 8 credit hours.

EE405 Independent Study in Education

Fall-Spring Semesters

This offering is intended only for Education majors of Senior standing who do not engage in student teaching. Under the direction of designated departmental faculty, the student engages in research or developmental activities specifically related to a topic or project approved by the Department Chair. The student is required to submit tangible evidence of his activities and resultant growth for evaluation. Prerequisite: Admission to the Professional Semester and permission of the Departmental Chair.

Full-time, by appointment during last part of semester. 8 credit hours.

EE409 Internship in Reading

Spring-Summer Semesters

A closely supervised program that provides students with experience in Reading Centers in elementary schools under the guidance of the reading teacher and the college instructor. Prerequisite: EE301-302.

1 class period. 3 credit hours.

10 hours per week in field work.

EE411 Senior Education Seminar

Fall-Spring Semesters

A weekly seminar conducted during the professional semester. The seminar is required for all student teachers and is designed to focus upon the integration of all aspects of the student teaching experience.

2 class periods. 2 credit hours.

EE498, EE499, SE498, SE499 Independent Study

Fall-Spring Semesters

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours each semester.

SE350 The Secondary School Experience

Fall Semester

The responsibility of teaching, teacher, learning and learner comes into focus as the education experiences of the adolescent are studied. Individual and group projects delve into the domain of secondary curriculum. The development and direction of the American secondary school system is investigated through the cooperative efforts of student and teacher. Issues and problems are researched as to their genesis, growth, and influence on today's classroom. Curricular materials,

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guides, projects, and approaches are reviewed and then compared to the identified needs of society and the individual. Prerequisite: EE221 or permission of the Coordinator of Secondary Education.

3 class periods. 3 credit hours.

SE351 Teaching Strategies in the Secondary Schools **Spring Semester**

Students and instructor share in the development presentation, and evaluation of individual mini-lessons. Microteaching techniques are used with video-taping procedures to practice and improve lesson presentation skills. Concentrated efforts are targeted to the development of techniques and methods that best enhance classroom learning. Discussion and field observations combine to lend credence to course assignments and to give students direct experience with professional practices. Prerequisite: EE221 or permission of the Coordinator of Secondary Education.

3 class periods. 3 credit hours.

SE352 Teaching Social Studies in the **Secondary School**

Spring Semester

The focus of this course is to research various social studies course curricula, methodological approaches and selected topical themes. Consideration is mainstreamed toward investigating the various approaches to the social studies and "how" they might best be integrated into a classroom of secondary students. Prerequisite: EE221, SE350 or permission of Coordinator of Secondary Education.

3 class periods. 3 credit hours.

SE353 (E428) Teaching Communications in the **Secondary School**

Fall Semester

Preparation for, and practice in, teaching communication courses in the secondary school. Prerequisite: EE221, SE350 or permission of Coordinator of Secondary Education.

3 class periods. 3 credit hours.

SE354 Teaching General Science in the Secondary **School**

Fall Semester, even numbered years

Preparation for, and practice in, teaching general science in the secondary school. Course content deals with recent technology, developments in approaches and methods and appropriate materials for teaching general science. Prerequisite: EE221, SE350 or permission of Director of Secondary Education.

3 class periods. 3 credit hours.

SE355 Teaching Mathematics in the Secondary School **Fall Semester, odd numbered years**

Preparation for, and practice in, teaching mathematics in the secondary school. Course content deals with recent techniques, developments in approaches and methods and materials for teaching mathematics. Prerequisite: EE221, SE350 or permission of Coordinator of Secondary Education.

3 class periods. 3 credit hours.

SE356 Reading in the Content Areas **Spring Semester**

Designed for both secondary and elementary teacher candidates. Emphasis will be placed on the strategies that assist students in comprehending textual material in all subject areas. Diagnostic procedures assessing reading behaviors will be stressed along with appropriate remedial procedures in addition to techniques for developing concept vocabulary skills, comprehension skills, and study skills throughout the curriculum. (The course is appropriate for elementary teachers planning to teach in the intermediate grades (4-6) and all secondary teachers.)

3 credit hours.

PHYSICAL EDUCATION

Courses in physical education help in the maintenance of fitness and are intended to enable students to develop skills, a knowledge of the rules and other aspects of the activities offered. Physical education skills courses may not be counted as part of the minimum credit hours required for graduation.

Team Sports

The team sports curriculum is arranged in combinations of two sports per semester, one indoors and one outdoors. The instruction in each team sport emphasizes rules, proper use of equipment, performance technique and skill plus insights into strategy, terminology and history of the sports being studied.

Each team sport combination has 2 class periods per week for 1 credit hour. The combinations offered are:

PE101 Soccer and Volleyball (Men)

PE102 Softball and Basketball (Men)

Course Descriptions

PE103 Field Hockey and Volleyball (Women)

PE104 Softball and Basketball (Women)

Individual Sports

PE109 Archery and Ice Skating (Coed)

A brief survey of the skills and safety factors and their application to archery target shooting. Also ice skating at the local rink. Students are responsible for transportation to the rink and the cost of ice skating.

2 class periods. 1 credit hour.

PE110 Beginning Bowling (Coed)

An introductory course with special emphasis on equipment, rules, terminology, techniques of participation, etiquette, handicaps and league play. This course is held off campus at a local bowling alley. Students are responsible for transportation and the cost of bowling.

2 class periods. 1 credit hour.

PE112 Square Dance (Coed)

A brief survey of the dances of various countries. Special emphasis will be placed on the schot-tische, polka, waltz, square dance and their historical derivation.

2 class periods. 1 credit hour.

PE114 Tumbling and Stunts (Coed)

An introduction to tumbling covering a wide range of skills from the basic to the highly advanced with special emphasis on individual achievement. Also, partner, group tumbling and balance stunts will be utilized.

2 class periods. 1 credit hour.

PE115 Tennis and Badminton (Coed)

Emphasis will be placed on the history, equipment, rules strategy, terminology and techniques of participation of these popular individual sports.

2 class periods. 1 credit hour.

PE117 Modern Dance (Women)

A creative approach to movement exploration with special emphasis on dance as related to the specific art periods.

2 class periods. 1 credit hour.

PE118 Physical Fitness and Conditioning (Men)

A course designed to improve basic physical abilities such as strength, endurance, and neuromuscular coordination. Concentration is upon individual activities and individual improvement of his physical well-being.

2 class periods. 1 credit hour.

PE119 Slimnastics (Women)

This course is designed to improve basic physical assets. Concentration is upon individual activities and individual improvement of her physical well-being.

2 class periods. 1 credit hour.

PE130 Elementary Self-Defense (Women)

This course deals with the theory and techniques of self-defense. The content focuses on the techniques for eliminating dangers from daily living, methods for recognizing and avoiding dangers, and skills and strategies for employing physical defense when necessary.

2 class periods. 1 credit hour.

PE131 Athletic Officiating of Women's Sports (Coed) Fall Semester

This course deals with the studying of the rules and techniques involved in officiating women's field hockey, volleyball and/or basketball which will lead to a rating in these sports. Prerequisite: Interscholastic or inter-collegiate experience in the sport which you are interested in officiating.

2 class periods. 1 credit hour.

PE134 Basic Concepts of Physical Activity (Coed)

An introduction to the purposes of physical activity with emphasis on its basic knowledges, principles and values. The course is designed to help the student make decisions about personal exercise and physical fitness programs for now and the rest of his life. The classes will be lecture-labs in which the student will be involved in physical activity.

2 class periods. 1 credit hour.

PE135 Recreational Shooting (Coed)

A course designed as an orientation for individuals interested in the shooting sports. Safety is taught and emphasized throughout the course. The student will shoot rifle, pistol, and shotgun as well as being introduced to other areas such as hunting, antique and replica arms, gun collecting, etc. The class travels occasionally off campus for parts of the firearms training.

2 class periods. 1 credit hour.

PE136 Aerobic Dance (Women)

This course is designed to help students develop an understanding and appreciation of the importance of improving their "aerobic" fitness as a part of total fitness. Students participate in a program of vigorous movement to music at a level consistent with their existing level of fitness and gradually strive to reach a higher level of fitness.

2 class periods. 1 credit hour.

PE137 Introduction to the Martial Arts (Coed)

This course is an orientation to the martial arts. The content emphasizes the physical techniques and mental self discipline which are inherent to the sport.

2 class periods. 1 credit hour.

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Aquatic Activities

PE120 Beginning Swimming (Coed)

An introduction to the recreational sport of swimming with emphasis placed upon elementary strokes, dives, survival techniques and applications of basic mechanical principles to safe aquatic activities. Nationally recognized certification issued upon completion of course requirements and student request.

2 class periods. 1 credit hour.

PE121 Intermediate/Advanced Swimming (Coed)

Prerequisite is completion of PE120 Beginning Swimming or demonstration of equivalent skills. Beginning skills are reviewed and more difficult aquatic activities are introduced. Special emphasis will be placed on strokes, dives, and methods of personal safety and self-rescue. Preparatory skin diving techniques are introduced. Nationally recognized certification issued upon completion of course requirements and student request.

2 class periods. 1 credit hour.

PE124 Advanced Lifesaving (Coed)

Prerequisite is completion of PE121 Intermediate/Advanced Swimming or demonstration of equivalent swimming skills. Emphasis is placed on all aquatic skills required to become nationally certified in lifesaving. The area of water safety, artificial respiration, first aid, and lifeguard techniques are also stressed. Nationally recognized certification issued upon completion of course requirements.

2 class periods. 1 credit hour.

PE125 Skin and Scuba Diving (Coed)

Prerequisite is the passing of the Skin and Scuba entrance examination or the completion of PE121. A complete course of all practical and necessary Skin Diving and Scuba Diving skills, and lectures with special emphasis placed on: diving physics, diving physiology, diving equipment, underwater environment, and needed first-aid procedures. Equipment fee \$15.00.

2 class periods. 1 credit hour.

PE126 Water Safety Instructor (Coed) Advanced

Prerequisite is possession of current lifesaving certification. An instructor's course in swimming, diving, water safety, and lifesaving techniques. Special emphasis will be placed on techniques of aquatic instruction. An opportunity for practical teaching experience will be offered as required for certification. Nationally recognized certification issued upon completion of course requirements.

2 class periods.

1 laboratory period.

2 credit hours.

DEPARTMENT OF ENGLISH AND HUMANITIES

The Department of English and Humanities offers courses leading to Baccalaureate degrees in English and in Humanities. In conjunction with the Department of Education, it offers a program which qualifies Secondary Education majors for Pennsylvania certification to teach Communication courses in the secondary schools. In addition, the Department offers an Associate degree in Languages and Philosophy.

The English and Humanities Department embraces several language-centered disciplines which are concerned with human values and experiences. This perspective integrates self-expression through writing, the interpretation of secular and sacred texts, and the study of foreign languages.

English Composition, E101-102, is normally the prerequisite for other writing courses and for all literature courses. Well-qualified students may enroll in courses for which they do not have the prerequisites if they obtain the permission of the instructor. Unless specific prerequisites are noted, all courses are open to all students.

To remain a major in the Department of English and Humanities a student must maintain at least a 2.0 cumulative average beginning with the Sophomore year, and must receive no grade lower than 2.0 in each course taken in the department (or in an equivalent course taken elsewhere). Requests for exceptions to this policy must be submitted in writing to the department chair.

E100 Fundamentals of English

Fall-Spring Semesters

A course emphasizing the fundamentals of English usage, spelling, punctuation, sentence construction, and paragraph and essay writing. Enrollment is at the discretion of the Department. May not be used to fulfill English core requirement. Students must receive a grade of "2" or better in E100 before enrolling in E101.

3 class periods. 3 credit hours.

E101-E102 English Composition

Fall-Spring Semesters

A two-semester sequence of instruction in writing skills essential to all college students and all careers. The courses include instruction in exposition, description, narration, argument, and research techniques. Students must receive a grade of "2" or better in E101 before enrolling in E102.

3 class periods. 3 credit hours each semester.

E160 Introduction to Literature

Fall-Spring Semesters

Readings and discussions of stories, poems, and plays

Course Descriptions

traditional and contemporary. Designed especially for the non-English major. Open to entering freshmen.

3 class periods. 3 credit hours.

E205 Oral Interpretation of Literature **Fall-Spring Semesters**

Analysis of poetry, prose and drama, together with practice in communicating to an audience the intellectual, emotional, and aesthetic essence of works of literary art.

3 class periods. 3 credit hours.

E220 Communication and Report Writing **Fall-Spring Semesters**

An intermediate-level writing course that seeks to develop communication skills and insights for situations commonly encountered in administration, business, industry, and the professions. Prerequisite: E101-102.

3 class periods. 3 credit hours.

E222 Technical Writing **Spring Semester**

Directed practice in writing accurate, precise, clear factual prose designed to convey information that others need, such as mechanism descriptions, process analyses, instruction sheets, reports, abstracts, proposals, and articles. Students will also learn how to use graphics. Prerequisite: E101-102.

3 class periods. 3 credit hours.

E254 Introduction to Theatre **Fall-Spring Semesters**

An introduction to the origin and development of theatre. The student acquires familiarity with the skills of playwriting, producing, directing, acting, and designing.

3 class periods. 3 credit hours.

E256 History of the English Language **Spring, odd-numbered years**

A study of the development of the English language from its Indo-European roots to Modern English.

3 class periods. 3 credit hours.

E258 Stagecraft **Fall, even-numbered years**

An exploration of scene design, stage lighting, costuming, make-up, and theatre architecture. Students create working drawings, light and costume plots, models, and watercolor renderings and participate in producing a show.

3 class periods. 3 credit hours.

E262 Acting **Spring Semester**

Instruction and practice in physical and vocal expressive techniques and in detailed textual analysis. The student is eventually expected to synthesize understanding and

expressiveness in performance.

3 class periods. 3 credit hours.

E271 Journalism **Fall Semester**

An introduction to the theory and practice of obtaining, preparing, and editing news stories and to some of the considerations involved in publishing a newspaper. Work in the classroom may be supplemented by laboratory work in preparing the College newspaper.

3 class periods. 3 credit hours.

E281 American Literature to 1885 **Fall Semester**

A survey course in American literature to 1885, with emphasis on major writers — including Poe, Hawthorne, Melville, Emerson, Thoreau, Dickinson, Whitman, and Twain.

3 class periods. 3 credit hours.

E282 American Literature after 1885 **Spring Semester**

A study of American writers from the realistic period through the present.

3 class periods. 3 credit hours.

E283 English Literature to 1750 **Fall Semester**

The examination in some detail of a select number of masterpieces from *Beowulf* to the poetry of John Milton — works which form the foundation of a significant literary heritage for the English-speaking world.

3 class periods. 3 credit hours.

E284 English Literature after 1750 **Spring Semester**

The examination in some detail of a select number of masterpieces from late eighteenth-century, nineteenth-century, and twentieth-century British literature.

3 class periods. 3 credit hours.

E288 European Literary Masterpieces **Spring Semester**

An exploration of some traditional classics of Western civilization.

3 class periods. 3 credit hours.

E291 The Short Story **Spring Semester**

An opportunity to read European and American short fiction from the time of Homer to the present, in order to see the development of the short story as a genre, as well as to develop valid critical judgments and intensive reading skills.

3 class periods. 3 credit hours.

E310 Creative Writing **Spring Semester**

A writing seminar for students interested in developing

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their imaginative writing powers.

3 class periods. 3 credit hours.

E315 Advanced Composition

Fall Semester

Instruction and practice aimed at helping students to further develop their expository writing skills, to examine their writing processes, and to critique their own and others' papers.

3 class periods. 3 credit hours.

E316 Introduction to Film

Spring Semester

A survey of the history of film as a communicative and artistic medium, including its technological, industrial, social, and aesthetic dimensions. Students view and analyze films important to the history of the medium including early as well as recent American and foreign films.

1 class period.

3 hours film viewing. 3 credit hours.

E320 Introduction to Linguistics

Spring, even-numbered years

An introduction to the analysis, description, and use of human language. Grammar is reviewed, focusing on the application to teaching English. Other topics include psycholinguistics, sociolinguistics, and American dialects.

3 class periods. 3 credit hours.

E341 The Comic Tradition

Fall Semester

The study of some masterpieces of comic writing, from Aristophanes to Woody Allen.

3 class periods. 3 credit hours.

E342 Popular Literature

Spring Semester

A critical examination of magazine fiction, "best sellers," and other selections which have met with wide acceptance by the general reading public. Typical categories include historical romance, the mystery, science-fiction, and new journalism. Most (but not necessarily all) works are by twentieth-century American writers.

3 class periods. 3 credit hours.

E343 The Experience of Poetry

Fall Semester

An introduction to the forms and techniques of the poet's craft, with emphasis on the pleasure and insights gained from careful reading of a wide range of good poetry.

3 class periods. 3 credit hours.

E344 Love and Sex in Literature

Spring Semester

A thematic and historical study of the claims of love,

sexuality, and gender as inspiration for and subject of imaginative literature.

3 class periods. 3 credit hours.

E346 Literature and Society

Spring Semester

A study of how social problems, social attitudes, and social panaceas are depicted in literature. Selections studied include recent works as well as those from earlier periods.

3 class periods. 3 credit hours.

E347 Literature and Psychology

Fall Semester

The study of literature as a conscious and unconscious search to understand patterns in human behavior. The student is invited to reflect upon a variety of stories in a variety of forms, old and new, for children and for adults.

3 class periods. 3 credit hours.

E350, E351, E352, E353 Theatre Practicum

Fall-Spring Semesters

Hands-on experience in set construction, light control, costume and prop creation, publicity, and box office management.

1 credit hour per semester, up to 4.

E354 History of Theatre

Fall semester, odd-numbered years

A study of selected playscripts from the classic repertory, with emphasis on past and present dramaturgy and production practices. Prerequisite: E254 or permission of the instructor.

3 class periods. 3 credit hours.

E380 Major Authors and Literary Traditions

Thorough study of single major author (such as Milton) a genre (like the literature of terror), a tradition (such as Nationalism), or a literary technique (like the stream-of-consciousness). The specific theme of this course may be suggested either by faculty members or by students. This course may be repeated for different topics.

3 class periods. 3 credit hours.

E401 English Seminar

Fall, even-numbered years

Directed research and writing under close supervision. Required for all English majors. Open to other students only with permission of the professor. Prerequisite: The completion of 50 credit hours.

3 class periods. 3 credit hours.

E415 Shakespeare

Spring Semester

A survey of Shakespeare's achievement in several dramatic modes, including comedy, history, tragedy, and romance, with reference principally to the way the

Course Descriptions

dramatist represents through his art human beings, their nature, passions, and relationships to each other and to the social and physical world in which they find themselves.

3 class periods. 3 credit hours.

E416 Modern Drama

Fall Semester

A study of representative plays by major American and European playwrights from Ibsen to the present.

3 class periods. 3 credit hours.

E424 Afro-American Literature

Spring Semester

An introduction to representative writings by Black American authors, including those associated with the Harlem Renaissance.

3 class periods. 3 credit hours.

E450, E451 Communications Internship

Planned and supervised work experience in oral or written communications at selected cooperating firms or organizations. Supplementary training conferences, reports, and appraisals. Prerequisite: Junior or Senior standing, and departmental approval of each student participant's individual program.

2 to 6 hours (depending upon the length and scope of each program).

E498, E499 Independent Study

Offered on request

An opportunity for the student who wishes to undertake a well-defined research project. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1—3 credit hours.

FOREIGN LANGUAGES

While no Baccalaureate major is offered in the field of Foreign Languages, the student may choose this study as a specialty for an Associate degree or minor.

The student has to complete 12 (Associate degree) or 18 (Language minor) credit hours in one language (except for classical languages).

The first year of foreign language study emphasizes the acquisition of rudimentary proficiency in listening comprehension, reading comprehension, and speaking. During the second and third years, continued emphasis is placed on oral and written expression, along with an appreciation of literature and the cultural modes of the countries in which the language is spoken.

L109 Modern Conversational Chinese I

Fall Semester

This course is intended for the student who is just beginning the study of the Chinese language. Based on the fact that a language is a set pattern of habits which can be learned through practice, the AUDIOLINGUAL approach will be used. In applying this modern method of language instruction, Chinese is learned in a natural way. Basic Chinese conversation, with emphasis on elementary conversational patterns, are presented in class. The student has to memorize these patterns and is then taught how to build on these patterns new words and phrases which will enable him to expand his knowledge of Chinese. Chinese conversations and question-answer sessions will advance the student's knowledge and mastery of the Chinese language. This includes Chinese phonetics.

3 class periods. 3 credit hours.

L110 Modern Conversational Chinese II

Spring Semester

A continuation of Modern Conversational Chinese I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language.

3 class periods. 3 credit hours.

L111 Introduction to Indo-European

Languages and Folklore

Fall-Spring Semesters

An elementary study of the origin and development of the Indo-European languages and an introduction to common themes and motifs of selected Indo-European folklore.

3 class periods. 3 credit hours.

L121 Elementary French I

Fall Semester

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous French required.

3 class periods.

1 laboratory hour.

3 credit hours.

L122 Elementary French II

Spring Semester

Continuation of L121. (Prerequisite: L121 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L130 Conversational French I

Fall Semester

A fundamental course in the instruction of French pronunciation and a course in which phrases and conver-

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sational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on grammar, for situations most commonly encountered in everyday speech.

1½-hour class period. 1 credit hour.

L131 Conversational French II

Spring Semester

A continuation of Conversational French I with additional vocabulary building for more specific situations in everyday life. The course will also study the most basic patterns of the target language.

2 hour class period. 2 credit hours.

L221 Intermediate French

Fall Semester

Further development of the language skills through extensive literary and cultural readings. Class is conducted in the target language. Prerequisite: L122 or equivalent.

3 class periods.
1 laboratory hour.
3 credit hours.

L222 Intermediate French

Spring Semester

Continuation of L221.

3 class periods.
1 laboratory hour.
3 credit hours.

L321 French Literature

Fall Semester

A selection of major works of the French language. Emphasis on characteristic themes and styles. Prerequisite: L222 or equivalent.

3 class periods. 3 credit hours.

L322 French Literature

Spring Semester

Continuation of L321.

3 class periods. 3 credit hours.

L151 Elementary German I

Fall Semester

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous German required.

3 class periods.
1 laboratory hour.
3 credit hours.

L152 Elementary German II

Spring Semester

Continuation of L151. (Prerequisite: L151 or Conversational German I and II or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L160 Conversational German I

Fall Semester

A fundamental course in the instruction of German pronunciation and a course in which phrases and conversational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on grammar, for situations most commonly encountered in everyday speech.

1½-hour class period. 1 credit hour.



L161 Conversational German II

Spring Semester

A continuation of Conversational German I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language.

2 hour class period. 2 credit hours.

L251 Intermediate German

Fall Semester

Further development of the language skills through extensive exposure to spoken German, German conversation and cultural readings. Class is conducted in the target language. Prerequisite: L152 or equivalent.

3 class periods.
1 laboratory hour.
3 credit hours.

L252 Intermediate German

Spring Semester

Continuation of L251. (Prerequisite: L251 or equivalent.)

3 class periods.
1 laboratory hour.
3 credit hours.

Course Descriptions

L351 German Literature

Spring, odd numbered years

A selection of major works of the German language. Emphasis on characteristic themes and styles. Prerequisite: L252 or equivalent.

3 class periods. 3 credit hours.

L352 German Literature

Spring even numbered years

Continuation of L351.

3 class periods. 3 credit hours.

L353 Advanced German Conversation and German Culture

Summer, odd numbered years

A "mini-mester" course held in Germany, Austria, and Switzerland to provide life experience with the German language and culture. Students are required to speak German. Prerequisite: Successful completion of Conversational German I and II or Elementary German L151-2, or permission of instructor. Additional fees for round-trip transportation, accommodations and travel in Europe.

3 credit hours.

L101, L102 Elementary Greek I-II

An introduction to the fundamentals of Greek grammar and syntax. Reading selections from Greek prose illustrating the grammar and syntax studied.

3 class periods.

3 credit hours each semester.

L201, L202 Intermediate Greek

Reading and exegesis in the New Testament and in the Septuagint. Advanced study of New Testament grammar, syntax, and vocabulary.

3 class periods.

3 credit hours each semester.

L103, L104 Elementary Latin I-II

Latin poetry and prose. Rapid reading of selected authors, including Horace, Pliny, Cicero; Medieval and Renaissance Latin.

3 class periods.

3 credit hours each semester.

L107, L108 Elementary Hebrew I-II

An introduction to the fundamentals of Hebrew grammar and syntax. Reading selections from the Old Testament will supplement the studies.

3 class periods.

3 credit hours each semester.

L171 Elementary Russian I

Fall, odd numbered years

An introduction to the fundamentals of the language. Classroom and required laboratory drill in aural comprehension, speaking, pronunciation. Beginning reading

and writing. Study of basic grammar necessary for these skills.

3 class periods.

1 laboratory hour.

3 credit hours.

L172 Elementary Russian II

Spring, even numbered years

Continuation of L171. (Prerequisite: L171 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L271 Intermediate Russian

Fall, even numbered years

Further development of the skills of speaking, understanding, reading, and writing Russian through classroom conversation and practice in the laboratory. Review and elucidation of fundamental grammar. Class conducted mainly in Russian. Prerequisite: L172 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

L272 Intermediate Russian

Spring, odd numbered years

Continuation of L271. (Prerequisite: L271 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L181 Elementary Spanish I

Fall-Spring Semesters

An introduction to the fundamental patterns and skills (speaking, listening, reading, and writing) of the language. No previous Spanish required.

3 class periods.

1 laboratory hour.

3 credit hours.

L182 Elementary Spanish II

Fall-Spring Semesters

Continuation of L181. (Prerequisite: L181 or Spanish Conversation I and II or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L190 Conversational Spanish I

Fall Semester

A fundamental course in the instruction of Spanish pronunciation and a course in which phrases and conversational dialogues are taught to provide the student with an elementary vocabulary and comprehension ability of the target language, without any emphasis on gram-

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mar, for situations most commonly encountered in everyday speech.

1-hour class period. 1 credit hour.

L191 Conversational Spanish II

Spring Semester

A continuation of Conversational Spanish I with additional vocabulary building for more specific situations in everyday life. This course will also study the most basic patterns of the target language.

2-hour class period. 2 credit hours.

L281 Intermediate Spanish

Fall Semester

Further development of the language skills through extensive exposure to spoken Spanish, Spanish conversation and cultural readings. Class is conducted in the target language. Prerequisite: L182 or equivalent.

3 class periods.

1 laboratory hour.

3 credit hours.

L282 Intermediate Spanish

Spring Semester

Continuation of L281. (Prerequisite: L281 or equivalent.)

3 class periods.

1 laboratory hour.

3 credit hours.

L380 Advanced Oral and Written

Expression in Spanish

Fall Semester

A course designed to provide the student opportunities to refine their oral and written expression in Spanish. Course is conducted in the target language. Prerequisite: L282 or equivalent.

3 class periods. 3 credit hours.

L381 Spanish Literature

Spring Semester

A selection of major works of the Spanish language. Emphasis on characteristic themes and styles. Prerequisite: L282 or equivalent.

3 class periods. 3 credit hours.

L498-L499 Independent Study

To provide for matriculated York College students the opportunity to undertake a well defined independent project or specific area of study in one of the language areas.

1-3 credits each semester.

PHILOSOPHY AND RELIGION

Both philosophy and religion play important roles in the humanities. Courses in philosophy offer students a breadth of cultural grasp and a power of logical analysis which are of value in many fields. Studies in

religion are designed to help students gain an understanding of the history and literature of religion and insight into its nature and meaning.

Philosophy

P221 Introduction to Philosophy

Fall-Spring Semesters

An examination of the fundamental problems of philosophy including a brief survey of the different philosophical schools of thought of historical importance and contemporary influence.

3 class periods. 3 credit hours.

P222 Critical Thinking

Fall-Spring Semesters

This course is aimed at providing students with the analytical and evaluative skills necessary to thinking clearly and critically. Such skills will enable students to distinguish good reasoning from poor reasoning and therefore enable students to further their intellectual development and ability to achieve success in their college studies.

3 class periods. 3 credit hours.

P223 Modern Moral Values and Social Issues

Fall-Spring Semesters

This course attempts to apply philosophy to the problems and issues of contemporary life, such as moral issues (attitudes towards sex, abortion, euthanasia, homosexuality), political questions (equality of women, reverse discrimination, civil disobedience, conflicts between control and freedom), and contemporary religious and quasi-religious movements (the cults and mysticism from Zen to sci-fi).

3 class periods. 3 credit hours.

P231 Introduction to Logic

Fall, even numbered years

An examination of the basic concepts of informal inductive logic and formal deductive logic with exercises which allow the student to apply these concepts to arguments.

3 class periods. 3 credit hours.

P321 Epistemology

Spring, even numbered years

Study of the theory of knowledge. The sources, nature, methods, and validity of knowledge are analyzed. Prerequisite: P221.

3 class periods. 3 credit hours.

P331 Metaphysics

Spring, odd numbered years

The study of being, existence, and reality in relation to different philosophical systems. Prerequisite: P221.

3 class periods. 3 credit hours.

Course Descriptions

P341 Ethics

Fall Semester

Study of the notions of right and wrong and the good, according to ethical theories and practical application. Prerequisite: P221.

3 class periods. 3 credit hours.

P343 Ethical Issues in Peace and Conflict

Spring Semester

A study of central concerns related to war and peace from an ethical perspective. The course will deal with ethical principles regarding war, and consider such issues as human rights, the causes of violence, ecological disorders, population problems and distribution of global resources, from an ethical standpoint. Prerequisite: P341 or permission of Instructor.

3 class periods. 3 credit hours.

P345 Ethics in Health Care

Fall Semester

This course introduces students to concepts of ethical decision-making and their application to ethical issues in the provision of health care. This interdisciplinary course will be taught by faculty from both the English and Humanities and Nursing Departments. This course will present selected health care issues for analysis in the classroom setting to better prepare students to resolve those and other related issues outside of the educational setting.

3 class periods. 3 credit hours.

P351 Aesthetics

Fall, even numbered years

An introduction to theories of art. Analysis of aesthetic experience, expression, creation, and structure. The social role of art and function of aesthetic criticism will be considered.

3 class periods. 3 credit hours.

P361 Contemporary Philosophy

Fall, odd numbered years

The study of contemporary philosophical trends, both western and eastern, involving analysis, significance, background and comparison. Prerequisite: P221.

3 class periods. 3 credit hours.

Religion

P265 Living Religions

Fall Semester

An introduction to the world's living religions—Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam. The role of primitive religions and the confrontation of religions in our contemporary world will also be studied.

3 class periods. 3 credit hours.

P266 Biblical Religions

Spring Semester

An introduction to the Scriptures of Judaism and Christianity. The historical, literary and religious aspects of the Biblical writings will be studied.

3 class periods. 3 credit hours.

P268 Religious Thought and Culture in Western Civilization

Fall Semester

An investigation of the phenomenon of religion as it has functioned in western culture. Some comparisons with religion in eastern culture will be considered.

3 class periods. 3 credit hours.

P369 American Religious Thought and Culture

Fall-Spring Semesters

A study of the background of Catholicism, Protestantism and Judaism in the United States, as well as contemporary American religious movements.

3 class periods. 3 credit hours.

HISTORY AND POLITICAL SCIENCE DEPARTMENT

The Department offers courses in Geography, History, International Studies and Political Science. The Bachelor of Arts degree is available with a major in History or Political Science (International Studies, Government or Public Administration concentration).

The philosophy of this department is to teach history, government, geography, international studies and public administration in such a way as to provide the student with a significant degree of competency in these areas and to challenge the student to confront the fundamental questions of life.

Students majoring in History are required to take a minimum of 36 credit hours in this field—including 15 hours of required courses. The program of studies must include advanced courses in American, European, and Third World history to insure proper depth in, and exposure to, the discipline. History majors are required to complete 12 hours of a foreign language.

Required courses in International Studies concentration include the satisfactory completion of 12 hours in a foreign language. The program is oriented toward the academic needs of those students planning to enter the various fields of international business, government or international organizations.

All department majors must earn a 2.0 or better in designated courses as specified by the department for a given major.

Certain history and foreign culture courses may be used to fulfill the core requirement for foreign

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culture/foreign language. See page 54 to determine which courses may be used.

Geography

G243 Introduction to Geography Fall-Spring Semesters

The relation of man to his natural environment: motions of the earth, land forms, water bodies, weather, climate, soils, and vegetation. Survey of major political and cultural regions of the world, use of maps and atlases.

3 class periods. 3 credit hours.

G244 Economic Geography Spring Semester

An introductory survey and analysis of world patterns of economic activity. Emphasis is placed on raw material occurrence, resource potential, circulation of trade, and services and principles governing the location of manufacturing and commercial activity.

3 class periods. 3 credit hours.

G260 Introduction to Cartography Fall Semester

Introduction to the history and techniques of Cartography. Principles and practice of field survey, photointerpretation, remote sensing and computer assisted cartography. Use and application of cartographic skills in the various sciences and disciplines. Not open to freshmen.

3 class periods. 3 credit hours.

G341 Geography of North America Spring Semester

A regional study of the United States and Canada emphasizing physical, cultural and economic aspects as well as geographic sub-regions. Emphasis on population patterns, sequent occupancy, and urban-industrial growth. Not open to freshmen.

3 class periods. 3 credit hours.

G345 Urban Geography Fall Semester

Systematic study of urban areas and metropolitan groupings with special emphasis on North America. Historic development of urban forms, land use, planning and rehabilitation are studied in the context of the Southern Pennsylvania Region. Not open to freshmen.

3 class periods. 3 credit hours.

G350 Survey of Canada Fall-Spring Semesters

Geographic interpretation of Canada emphasizing physical environment, historical geography, economy, population trends, urbanism, bi-cultural accommodation and relations with the U.S.A. Not open to

freshmen.

3 class periods. 3 credit hours.

European History

H121, H122 The History of Western Civilization I II

Fall-Spring Semesters

A survey of material from prehistory to the present; the civilizations of the Near East and the Mediterranean; medieval history; the Renaissance and Reformation; the expansion of Europe, the French Revolution; the Industrial Revolution; Nationalism in Italy, Germany, and the Balkans; the first World War; post-war Europe, the second World War and contemporary history.

3 class periods. 3 credit hours.

H224 Ancient History (Prehistory to 476)*

A study of the prehistory of man, the origins of civilization in the Near East, the achievements of Greek civilization, and the rise and decline of Roman power in the Mediterranean with emphasis upon the political, social, economic, and cultural aspects of classical civilization.

3 class periods. 3 credit hours.

H225 Medieval Civilization

The political, economic, and intellectual evolution of European civilization from the decline of the Roman Empire to the late 14th century.

3 class periods. 3 credit hours.

H226 Renaissance and Reformation (1400-1648)

The transition from medieval to modern Europe with major emphasis upon significant intellectual, religious, political and economic changes during these centuries.

3 class periods. 3 credit hours.

H330 History of the U.S.S.R.

A study of Russia from 1861 to present. Russia on the eve of World War I; an analysis of various revolutions which have swept Russia; emphasis on internal, political, socio-economic and cultural developments under the Communist regime; and expansion of Russia and communist power connected with World War II and after.

3 class periods. 3 credit hours.

H332 Eastern and Central Europe

A survey of the histories of Eastern and Central European countries with special emphasis on the contemporary history of the so-called "Soviet Bloc" nations and their relative significance in the modern world.

3 class periods. 3 credit hours.

H333, H334 History of England

A survey of the major political, economic and social trends in England from 55 B.C. to the present. The first

Course Descriptions

semester will trace the evolution the English people and their government from the Roman conquest to the end of the 17th century. The second semester will concentrate on the major trends in Britain and the Empire from 1700 to the present.

3 class periods. 3 credit hours.

H411 European Intellectual History

Students in this course will have the opportunity to read, analyze, and discuss the works of some of the greatest thinkers who have influenced the modern age. While the focus will necessarily be on the works themselves, an important objective of the course will be to explore the mutually reinforcing relationship which exists between the world of ideas and the events which surround them.

3 class periods. 3 credit hours.

H427, H428 Modern Europe (1789 to present)

An analysis of the major political, economic, and social developments in Europe from the French Revolution. Major topics will include the French Revolution, the Revolutions of 1830 and 1848, the unifications of Germany and Italy, the problems of nationalism, and imperialism in the first semester. The emergence of communism, World Wars I and II, and the problems of the postwar eras will be developed in the second semester.

3 class periods. 3 credit hours each semester.

American History

H221, H222 History of American Civilization I, II Fall-Spring Semesters

An integrated survey of the cultural, social, political and economic development of the United States from 1492 to the present. The first semester (H221) covers the period from the Age of Exploration to the end of the Civil War; the second semester (H222) traces American development from Reconstruction to the present. In both courses emphasis will be on the evolution of a distinctive American culture and character.

3 class periods. 3 credit hours each semester.

H230 Race and Racism in the Americas

Spring Semester, even numbered years

A Historical Survey of race and racism in the Western Hemisphere with emphasis on the U.S. Course will include historical experience of various minority groups (i.e. Blacks, Indians, Hispanics, Asians, etc.). Discussion will include political, legal, economics and social aspects of racism.

3 class periods. 3 credit hours.

H245 The American Military Experience

This course examines the origins and evolution of American military institutions, traditions, and practices from 1775 to the present. It will emphasize military

policy, organization, technology, and employment together with their relation to contemporary political, social, and economic developments during the era under study.

3 class periods. 3 credit hours.

H342 Women in the United States: A History

This course will analyze the history of women in the United States from the colonial period to the present. The course will attempt to understand the impact which political, social, economic, and racial aspects of American history have had on American women, and, conversely, the impact women in the United States have had on developments within these areas.

3 class periods. 3 credit hours.

H360 (H322) American Colonial History (1607-1775)

Colonial origins of the United States including a study of institutions, values, thought and cultural development prior to the American Revolution. Emphasis is given to the roots of this nation's political, economic, social and constitutional traditions.

3 class periods. 3 credit hours.

H361 (H324) The New American Nation (1776-1815)

Events, ideas and personalities associated with creation of the American Republic. Attention is centered on those developments, values and attitudes in the Federalist and Jeffersonian era which have influenced the present meaning of America.

3 class periods. 3 credit hours.

H362 (H325) The Jacksonian Era (Middle Period, 1816-1850)

Fall, odd numbered years

An analysis of the political, economic and social forces which characterized this period in American history. Growing sectional tensions, major personalities, popular culture and seminal ideas will be stressed.

3 class periods. 3 credit hours.

H363 (H329) Civil War and Reconstruction, 1850-1877

Spring, even numbered years

A study of sectional discord and constitutional crises as antecedents to secession and armed conflict. Emphasis will be placed on the political, social and economic trends in the Civil War and in the Reconstruction Era as well as military history.

3 class periods. 3 credit hours.

H364 (H327) The Emergence of Modern America, 1877-1914

A continuation of the American history sequence from the Civil War to the Wilson Era. Emphasis on the Civil

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War legacy, economic growth and its consequences, the Gilded Age, overseas expansion and rise of world power, protest and reform, including the Progressive Movement.

3 class periods. 3 credit hours.

H365 (H326) Twentieth Century American History, 1914-present

Fall Semester

An intensive examination of the political forces and social factors from 1914 which combined to produce the U.S. of today. Emphasis on America's growing participation in world affairs.

3 class periods. 3 credit hours.

H370 (H321) American Constitutional Thought

Fall Semester

Development of the American constitutional system beginning with the English background and progressing to the present time. Emphasis given to historical perspective, the evolution of the U.S. constitution and the impact of judicial interpretations and law on a changing American society.

Note: Credit allowed as either a History or Political Science course.

3 class periods. 3 credit hours.

H429 War and Peace: The American Diplomatic Experience

An analysis of American diplomacy from the early Republic to the present day with emphasis on the period since World War II. Special attention is directed toward the problems and challenges of contemporary American diplomatic practice.

3 class periods. 3 credit hours.

H441 American Economic History

A study of the development of the American economy from Colonial times to present with an emphasis on the late 19th and 20th centuries, stressing the growth of labor, rise of big business, and the changing role of government in the nation's economy from the Civil War to present.

3 class periods. 3 credit hours.

H450 American Intellectual and Cultural History

A review of the main social and cultural currents in American history since colonial times as reflected in political and economic developments, social thought, theology, science and philosophy with particular emphasis on the interaction between ideas and social structure.

3 class periods. 3 credit hours.



Advanced History Courses

H300 Oral History: Techniques and Research **Fall Semester**

Oral history is a technique for creating and preserving original information. It is both a research method and a teaching tool. Through informed and empathetic interviewing, we acquire information about families, individuals, and organizations. Conducted properly, oral history is a limitless form for exploring and documenting the variety of human experiences. Local projects have included well known area residents, work with Crispus Attucks, the paper industry, Holocaust survivors, Vietnam Veterans and the Greek-American Community.

3 class periods. 3 credit hours.

H440 Seminar in History **Spring Semester**

Selected topics dealing with research, methodology and philosophy of historical thought. Open to seniors with a concentration in history.

3 class periods. 3 credit hours.

H460, H461 History Internship

Specialized historical experience with a local historical agency. Emphasizes independent research in cooperation with the participating institution. Departmental approval is required in advance.

3-6 credit hours.

H498, H499 Independent Study **1 to 3 credits each semester**

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual

Course Descriptions

student's responsibility and initiative in the learning process.

1-3 credit hours each semester

History—The Third World

H227/H228 History of Latin America

The first semester concentrates on the ancient Indian civilizations of the Aztec, Inca, and Mayan as well as the colonial Spanish and Portuguese empires. The second semester stresses the modern historical development of the major Latin American nations. Each semester certain countries or regions are selected for closer examination.

3 class periods. 3 credit hours.

H250 American-East Asian Relations

Fall-Spring Semesters

The purpose of this course is to provide students with an analysis of significant international events, issues and problems in East Asia, including the role of the United States in that region. First half: an examination of the nineteenth century East Asian diplomacy. Second half: the U.S. policy toward East Asia from 1945 to present. Special attention will be given to the following topics: American involvements in the Korean and Vietnamese wars, the Sino-Soviet dispute, current American-Japanese trade relations, and Sino-American detente. Not open to freshmen.

3 class periods. 3 credit hours.

Intercultural Studies

The basic purpose of the Intercultural Studies program is to offer students an introduction to Africa, the Far East, Latin America, the Middle East, Russia and Eastern Europe, and South Asia as a means of broadening their international awareness in a time of expanding horizons. This introductory course achieves maximum breadth through an interdisciplinary and intercultural approach.

Introductory Intercultural Studies (offered every semester)

X143	Introduction to Africa	Three credits
X144	Introduction to the Far East	Three credits
X145	Introduction to Latin America	Three credits
X146	Introduction to the Middle East	Three credits
X147	Introduction to Russia and Eastern Europe	Three credits
X150	Introduction to South Asia	Three credits

Each of the above courses is an introductory survey of the designated area. The course content is interdisciplinary and encompasses aspects of history, government, sociology, anthropology, art, music, literature and religion of the particular area.

Upper-level Intercultural Studies

To meet the interest of those students whose introductory work has given them a desire for further studies, as well as to meet the needs of students in other departments who, on an elective basis, wish to study a non-Western world area intensively, a number of advanced history and political science courses are available.

PS243 Government and Politics of Africa

A discussion seminar on the government and politics of representative African states. This study will also consider the relevance of trends in governing structures, economic patterns, international relations and nationalism in contemporary Africa. Not open to freshmen.

3 class periods. 3 credit hours.



PS244 Government and Politics of the Far East

Spring Semester

The course will examine the rapidly changing socio-economic, cultural, and political aspects of China and Japan. Special attention is given to interpretations of Maoism, the Cultural Revolution in China and its aftermath. Not open to freshmen.

3 class periods. 3 credit hours.

PS245 Government & Politics of Latin America

Fall Semester

Viewing the politics of Latin America as if it were a game, the course identifies the basic rules, the domestic and foreign players involved, and the stakes in the different modes of politics and economic development. Special focus is on the countries of Argentina, Brazil,

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Chile, Cuba, Mexico, Nicaragua, Peru and Venezuela. Not open to freshmen.

3 class periods. 3 credit hours.

P5246 Government and Politics of the Middle East

Fall Semester

A broad study of the governments and political structure of different countries of the Middle East. Special emphasis will be on the Socioeconomic and cultural changes, nationalism, interpretation of the Arab-Israeli conflict, Iranian Revolution, revival of Islam, and foreign policies of Middle Eastern nations. Not open to freshmen.

3 class periods. 3 credit hours.

P5247 Government and Politics of U.S.S.R.

Fall Semester

A study and evaluation of the ideological and administrative functions of the Soviet government and the Communist Party and their relationship to political, socio-economic and cultural developments of the Soviet State and Society. Not open to freshmen.

3 class periods. 3 credit hours.

Government (Political Science)—Public Administration

P5100 Introduction to Political Science

Fall-Spring Semesters

An introduction to modern political science and the political experience. Topics to be discussed will include the perennial problems of politics and public policy as well as classical and modern approaches to these problems. Special attention will be paid to the key figures and schools of modern political science.

3 class periods. 3 credit hours.

P5141 American Government

Fall-Spring Semesters

A study of the structure and functions of American national government, including the formal and informal roles of the Congress, the Presidency and the Courts. The course will also include the nature of federalism and the extent of national power. Discussion of current domestic and foreign policy issues will be included in the course.

3 class periods. 3 credit hours.

P5151 (PC201, PS251) Introduction to Public Administration

Fall Semester

An introductory study of structure, organization and management of public departments and agencies. The course will also focus on the differences between public and private administrative settings and the implications

of the American Federal System for Public Administration.

3 class periods. 3 credit hours.

P5242 State and Local Government Fall-Spring Semesters

A study of the structure and functions of the major types of state, county and city governments, regional authorities; metropolitan areas. Special attention will be given to the government of the state of Pennsylvania and to the unique problems of contemporary urban politics.

3 class periods. 3 credit hours.

P5301 Comparative Government Spring Semester, odd numbered years

A comparative examination of the governmental systems and political processes of selected Western democracies, developing nations and communist states. Special attention will be given to issues and problems of the third world.

3 class periods. 3 credit hours.

P5302 International Relations Spring Semester

An introduction to the major influences in the relationships between states. Emphasis is on the historical emergence of the International System. Internal and external influences on foreign policies are examined. Topics such as Arms Control, North-South relationships, International Organizations, Global Problems and World Peace are explored in depth.

3 class periods. 3 credit hours.

P5303 (PS460) American Foreign Policy Fall Semester

Concerns the formation and conducts of U.S. relations with other nations of the world; emphasis is institutional with policy makers and policy execution at the center. Fundamental American values in foreign policy and the roles of leaders instrumental in creating and developing foreign policy objectives are examined. Open to juniors and seniors.

3 class periods. 3 credit hours.

P5305 Parties, Campaigns and Elections Offered even numbered fall semesters Election years

The nature and function of political parties in the American two-party system; the impact of the mass media and campaign reform on the electoral process; third party movements; the future of both major political parties. Special attention will be paid to the most recent Presidential nominations, campaigns, and election.

3 class periods. 3 credit hours.

Course Descriptions

PS310 Decision Making in the Public Sector

Spring, odd numbered years

Decision making theory as it applies to the public sector. Includes both individual and group decision making environments as well as the political, psychological and quantitative implications of decision making. Attention is given to the differences between the public and private sector, (i.e. lack of profit motive, differences in sales and advertising techniques, etc.), and the impact of the political environment upon the public decision-making process.

3 class periods. 3 credit hours.

PS312 Politics of Public Policy

Fall, even numbered years

Analysis of the development, implementation and evaluation of public policy within the federal system. The course will view the public policy from the perspective of the executive, legislative, judicial and bureaucratic branches of government. In addition, emphasis will be placed on public input into the governmental process.

3 class periods. 3 credit hours.

PS352 Introduction to Public Finance

Fall odd numbered years

This is an introductory course in Public Finance. The course focuses on the scope of government authority, theory of taxation, the sources of revenue for government, the budgetary process in government and the role of federalism in these relationships.

3 class periods. 3 credit hours.

PS360 Political Theory

An examination of selected themes and issues in Political Theory. Topics to be considered include the nature of justice, the problem of community, theories of obligation and rights, the nature of the state, the problem of Historicism and Relativism. Special attention will be paid to the implications of Modern Thought.

3 class periods. 3 credit hours.

PS370 American Constitutional Thought

Fall Semester

Development of the American constitutional system beginning with the English background and progressing to the present time. Emphasis given to historical perspective, the evolution of the U.S. constitution and the impact of judicial interpretations and law on a changing American society.

Note: Credit allowed as either a History or Political Science course.

3 class periods. 3 credit hours.

PS470 Readings in Public Administration

Spring, even numbered years

Selected topics in Public Administration to include the

application of theories in psychology, sociology and management to Public Administration.

3 class periods. 3 credit hours.

PS490, 491 Government/Public Administration Internship

Specialized governmental experience in a selected city, county, state or federal agency. Independent research may be a part of this experience. Departmental approval is required in advance.

3-6 credit hours each semester.

Military Science

Army ROTC courses provide an understanding of the fundamental concepts and principles of military art and science. They strive to develop a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security. The objective is to prepare students for commissioning and to establish a sound basis for their future professional development and effective performance in the army.

A student may elect to count any of the Military Science courses as electives toward a Baccalaureate degree. Two credit hours from the basic courses (MS101, 102, 201, or 202) may be applied toward the four credit hour physical education requirement.

MS101 Introduction to Military Science

Fall Semester

A study of the organization of the Army and ROTC, the military as a profession, customs and courtesies of the service, survey of the U.S. Defense establishment and leadership skill training. One hour lecture and one hour Survival or Mountaineering laboratory per week.

1 credit hour.

MS102 Basic Military Science I

Spring Semester

A study of the impact of selected military technological developments on the conduct of land warfare. The course will examine how technology altered and continues to alter the concepts of planning, organizing, directing, and controlling as they apply to military operations. The purpose of the course is for students to gain an appreciation of how technology affects the conduct of warfare and the challenges it places on military leaders. One hour lecture and one hour mountaineering laboratory each week.

1 credit hour.

MS201 Basic Military Science II

Fall Semester

Instruction in and practical application of the principles and techniques involved with selected basic military

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skills and professional knowledge subjects. The purpose of the course is to develop individual proficiency in those military skills required of a future Army Officer, as well as to prepare the student for entry into the ROTC Advanced Course. One hour lecture and one laboratory per week.

1 credit hour.

MS202 Basic Military Science III Spring Semester

A continuation of instruction in and practical application of the principles and techniques involved with selected basic military skills and professional knowledge subjects. The purpose of the course is to further develop individual proficiency and self-confidence in the military skills required of future Army Officers, as well as to prepare students for entry into the ROTC Advanced Course. One hour lecture and one hour survival laboratory each week.

1 credit hour.

MS301 Advanced Military Science I— Leadership

Fall Semester

Instruction in and practical application of the principles and techniques of leadership and management with emphasis on the leader's role in directing and coordinating individual and military team efforts. Three hours lecture and one hour Advanced Camp Lab per week. Prerequisite: Six-week basic camp or basic ROTC program.

3 credit hours.

MS302 Advanced Military Science II— Tactics

Spring Semester

Consists of two subcourses, one concerned with military terrain and its applications and the second dealing with Small Unit Tactics in which the student learns through practical exercises the basic principles of handling units in combat. Three hours lecture and one hour Advanced Camp Lab per week. Prerequisite: MS301 or permission.

3 credit hours.

MS401 Advanced Military Science III

Fall Semester

Consists of three subcourses, the first concerned with military law, the second with Command and Staff functions and the U.S. Army Division, and third with Military Intelligence and Threat forces. Three hours lecture and one hour Advanced Military Science Lab. Prerequisite: M301-302 or permission.

3 class periods. 3 credit hours.

MS402 Advanced Military Science IV

Spring Semester

Consists of three subcourses. The first concerned with

Military Professionalism and Ethics, the second with the Army Training Management System and the Battalion Training Management System (BTMS), and the third with effective Military Communications (speaking and writing). Prerequisite: MS401. Three hours lecture and one hour Advanced Military Science Lab per week.

3 class periods. 3 credit hours.

DEPARTMENT OF MUSIC, ART, AND SPEECH COMMUNICATION

The Department of Music, Art and Speech Communication offers programs of study leading to a Baccalaureate degree in Music, Art or Speech Communication with emphasis in general Speech or Radio and Television. A student may also pursue an Associate degree in Art, Music or Radio and Television. Programs of study leading to a minor are also available in Art, Music and Speech.

The department offers courses for Elementary Education majors wishing to complete the Art or Music cognate. Courses are offered in the area of Speech Communication that satisfy the requirements of the Secondary Education major in Communication.

All students whether or not they are majors are encouraged to learn more about and to develop an appreciation of the impact the arts and human communication have upon our lives by taking courses offered by the department.

Visual Arts

Courses in art appreciation and history as well as a wide variety of studio courses are offered for both the Art major and non-major. The Bachelor of Arts degree in Art offers a four-year curriculum preparing the student for a variety of professional careers or for graduate study. For the Baccalaureate degree in Art a total of 42 credit hours of specified art courses and 12 credit hours of elective courses are required. The Associate degree in Art offers a two-year course of study. Courses in art education are offered as an area of concentration to students taking the Bachelor of Science degree in Elementary Education.

Art Appreciation and History

A101 Introduction to Art Appreciation

Fall-Spring Semesters

A non-technical course designed to increase the students' sensitivity to all forms of visual art. A consideration of the nature of art, the plastic elements, principles of esthetic organization, and influences affecting style and techniques in art works.

3 class periods. 3 credit hours.

Course Descriptions

A203 History of Art I

Fall, odd numbered years

A survey of the major developments in painting, sculpture, and architecture in the Western World from prehistoric times to the Italian Renaissance. Esthetic developments will be considered in relation to the various physical and cultural aspects of ancient and medieval societies. Prerequisite: A101.

3 class periods. 3 credit hours.

A205 History of Art II

Spring, even numbered years

A survey of painting, sculpture, and architecture of the Western World from the Italian Renaissance to the nineteenth century. Esthetic developments will be studied in relation to the various intellectual and cultural aspects of the societies in which they occurred. Prerequisite: A203.

3 class periods. 3 credit hours.

A301 History of Art III

Fall, even numbered years

A survey of painting, sculpture, and architecture in the Western World from the beginning of the nineteenth century to the present. Relationships between esthetic developments and the prevailing social issues, intellectual attitudes, and artistic traditions of the times will be emphasized. Prerequisite: A205.

3 class periods. 3 credit hours.

A405 History of American Art

Spring, odd numbered years

A survey of painting, sculpture, architecture, and the applied arts of the United States from the pre-colonial period to the present, with emphasis on the environmental, cultural, and historical factors which have shaped them.

3 class periods. 3 credit hours.

Studio Courses*

A107 Design I

Fall Semester

Introduction to the elements of design as structured in problems emphasizing organizational principles. Studies of specific problems of two and three dimensions in terms of space, light and movement.

6 lecture and studio periods.

3 credit hours.

A108 Design II

Spring Semester

Advanced problems involving two and three dimensions emphasizing the contemporary use of the plastic elements in various means of communication. Prerequisite: A107.

6 lecture and studio periods.

3 credit hours.

A207 Drawing I

Fall-Spring Semesters

Studies from the figure, still life, and environment, investigating the inherent expressive potential of drawing media in a search for form. Problems structured to develop memory and imagination through the use of plastic elements. Principles of organization introduced.

6 lecture and studio periods.

3 credit hours.

A208 Drawing II

Fall-Spring Semesters

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A207.

6 lecture and studio periods.

3 credit hours.

A209 Drawing III

Fall-Spring Semesters

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A208.

6 lecture and studio periods.

3 credit hours.

A210 Drawing IV

Fall-Spring Semesters

Continuation and expanded experiences in the content of Drawing I. Prerequisite: A209.

6 lecture and studio periods.

3 credit hours.

A211 Computer Graphics

Fall Semester

This course has the dual purpose of introducing the student to the techniques and equipment involved in creating, storing, printing and displaying computer-generated images while also introducing the student to strategies for the presentation of various types of information in visual terms.

6 lecture and studio periods.

3 credit hours.

A216 Sculpture I

Fall-Spring Semesters

Techniques and problems for the beginning sculptor. Students will do work in clay from live models, study anatomy and construct armatures.

6 lecture and studio periods.

3 credit hours.

A219 Sculpture II

Fall-Spring Semesters

More advanced problems in sculpture. Sketches in clay executed in plaster. Compositions in plaster. Prerequisite: A216.

6 lecture and studio periods.

3 credit hours.

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A316 Sculpture III

Fall-Spring Semesters

Advanced problems in sculpture with emphasis given to the use of a variety of materials. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A219.

6 lecture and studio periods.

3 credit hours.

A322 Sculpture IV

Fall-Spring Semesters

A continuation of Sculpture III with emphasis on individual student projects. Students will have the opportunity to do direct carving in either wood or stone. Prerequisite: A316.

6 lecture and studio periods.

3 credit hours.

A271 Photography I

Fall-Spring Semesters

An introduction to the art, esthetics, theory and practice of black and white photography. The student will be expected to supply his/her own camera and specific photographic equipment.

6 lecture and studio periods.

3 credit hours.

A310 Commercial Art

Spring Semester

A study of lettering and layout with consideration given to the commercial printing processes by which such material is reproduced. Prerequisite for Art majors: A107, A207.

6 lecture and studio periods.

3 credit hours.

A317 Painting I

Fall-Spring Semesters

An introduction to oil painting in both its technical and esthetic aspects. Emphasis on the development of fundamental painting skills. Prerequisite for Art majors: A107, A207.

6 lecture and studio periods.

3 credit hours.

A318 Painting II

Fall-Spring Semesters

Continuation of Painting I. Further experience in exploring methods and materials of painting media. Experiments in the use of toned grounds, glazing, and other techniques. Prerequisite: A317.

6 lecture and studio periods.

3 credit hours.

A319 Painting III

Fall-Spring Semesters

Continuation of Painting II. Further experience in exploring methods and materials of painting media. Experiments with acrylics, watercolor, collage,

assemblage, and other media. Prerequisite: A318.

6 lecture and studio periods.

3 credit hours.

A320 Painting IV

Fall-Spring Semesters

Continuation of Painting III, with emphasis on independent efforts of the student to utilize various painting techniques in the quest for individual expression and style. Prerequisite: A319.

6 lecture and studio periods.

3 credit hours.

A498, A499 Independent Study

Fall-Spring Semesters

For the student who wishes to undertake a well-defined independent project in either studio work or in Appreciation, History, or Theory. While the student conducts the work under the guidance of a faculty member of the student's choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual's responsibility and initiative in the learning process.

1 to 3 credit hours.

*Instructors of all studio art courses reserve the right to permanently retain at least one example of each student's work for exhibition purposes.

Art Education

A374 Art Education for Elementary Teachers

Fall-Spring Semesters

Introduction to theories of art education. Consideration of problems in programming art activities for specialized areas of elementary education. Emphasis given to self-contained classroom, special education classes. The course will also explore practical working applications of the major theories discussed in class. Prerequisite: A101 or permission of instructor.

3 class periods. 3 credit hours.

A384 Art in Recreation

This course will provide students in the Recreation major with skills in a wide variety of art activities. These activities are for recreational programming as well as therapeutic use for different age levels, interests and abilities and for participants in community and institutional recreation settings.

3 class periods. 3 credit hours.

Speech Communication

Speech Communication includes the study of the theories and skills of human communication that com-

Course Descriptions

prise the contexts of intrapersonal, interpersonal, public and mass communication.

The Division of Speech Communication provides courses and programs of study for the York College population as a whole, for students wishing to pursue a minor in Speech Communication and students wishing to major within the field.

Baccalaureate degree students may pursue a Speech Communication degree with an emphasis in General Speech or Radio-Television. Students choosing the former emphasis are preparing themselves for communication careers in public relations, sales, business, advertising, or work within social or governmental organizations among others. The Radio-Television emphasis prepares students for careers in commercial broadcasting or industrial applications of sound and video.

Students pursuing a Baccalaureate degree must receive a grade of 2.0 or better in their major courses in order to meet the requirements for graduation.

Associate's degree students majoring in Radio-Television will receive instruction in the theory and skills necessary to produce programming for commercial or industrial video and audio.

The minor in Speech clearly compliments almost any discipline. The minor combines the basics of human communication theory with the development of specific skills that permit the student to communicate more effectively.

CM150 (E150) Beginning Sign Language

Fall-Spring Semesters

An introduction to manual communication skills include the American Manual Alphabet, approximately 550 basic signs, and the history and place of manual communication in society.

2 hours of laboratory. 1 credit hour.



CM204 (E204) Introduction to Speech

Fall-Spring Semesters

An introduction to the dynamics of speech communication, including analysis of the variables inherent in intrapersonal, interpersonal, small group, and public communication. The student will learn to analyze communication situations and develop criteria for determining the effectiveness of speech by participation in speaking and evaluation assignments.

3 class periods. 3 credit hours.

CM206 (E206) Principles of Communication

Spring Semester

An introduction to the most important theories and principles of communication. Special attention is given to information theory, persuasion theory, verbal and nonverbal codes, and critical and aesthetic reasoning. Stress is placed on relating these and other theories to the student's general speech, or radio/television emphasis. Prerequisite: CM204 or concurrent with CM204.

3 class periods. 3 credit hours.

CM210 (E210) Speech Performance

Fall-Spring Semesters

The effective use of voice and speech mechanisms in a variety of speech situations: reading aloud, radio, television, film, theatre, and public speaking. Within each context emphasis is placed on voice production, articulation, pronunciation, and vocabulary development.

3 class periods. 3 credit hours.

CM231 (E231) Radio Production

Fall-Spring Semesters

Theory and practice in sound-studio production techniques, including operation of studio and control room equipment, sound effects, out-of-studio (remote) productions, and a variety of program forms.

2 class periods.

3 hours practicum. 3 credit hours.

CM232, CM233, CM234, CM235 (E232, E233, E234, E235) Radio Practicum

Fall-Spring Semesters

An opportunity to participate in the various activities of an on-air radio facility, including announcing, news gathering and presentation, programming, copywriting, and record and tape library activities.

1 credit hour per semester, up to 4.

CM250 (E250) Advanced Sign Language

Spring Semester

A workshop broadening knowledge and fluency in sign language with emphasis on "reading" the language and the development of interpreter skills. Prerequisite: CM150.

2 hours of laboratory. 1 credit hour.

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CM300, CM301, CM302, CM303 (E300, E301, E302, E303) Speech Practicum

Fall-Spring Semesters

Directed experiences in verbal and nonverbal communication, performance, listening, and other special topics. Credit is given for speeches made in the community and/or with the forensics team at intercollegiate competitions.

1 class period, plus outside participation.

1 credit hour per semester, up to 4.

CM304 (E304) Group Discussion

Fall Semester

Instruction and practice in the group processes involved in making decisions and solving problems – in order to improve participation, leadership, and understanding. Prerequisite: CM204.

3 class periods. 3 credit hours.

CM306 (E306) Advanced Public Speaking

Spring Semester

A study of public speaking, through theory and performance, with emphasis on audience analysis and the rhetorical situation. Organization, content, style, and delivery will be studied. Students will give three speeches. Prerequisite: CM204.

3 class periods. 3 credit hours.

CM311 (E311) Mass Media

Fall Semester

A survey of the theories, technology, and practice of mass media in life and culture. Included will be an examination of the media as popular art and the development of evaluative criteria to be applied in the consumption of mass communication.

3 class periods. 3 credit hours.

CM327 (E327) Persuasion

Fall Semester

A study of historical and current perspectives on the theory and the application of persuasion. Topics covered include the elements, functions, and contexts of persuasion, as well as how messages are diffused. In addition the course will consider how persuasion affects an audience's beliefs, values, and attitudes. Prerequisite: CM204; CM206 or permission of instructor.

3 class periods. 3 credit hours.

CM328 Communication Strategies

Fall-Spring Semesters

A course for those with a career focus on business or employment in an organization. Students are challenged to understand the functions communication serves and to develop the skills that are required in these settings. The course pays special attention to listening, analysis of a variety of communication situations, and development and implementation of appropriate communication

strategies in both the oral and written modes.

3 class periods. 3 credit hours.

CM329 Interpersonal Communication

Spring Semester

Students will combine current theories of interpersonal communication with an application of related concepts to daily interpersonal interactions, such as with friends, family, peers, and coworkers. Prerequisite: CM206.

2 class periods. 3 credit hours.

CM331 (E331) Television Production

Fall-Spring Semesters

A study of the practical and aesthetic factors in television production, including the operation of cameras, control room equipment, lighting, staging, performance, directing, and remote production techniques. Prerequisite: CM231.

2 class periods.

3 hours of practicum. 3 credit hours.

CM332 (E332) Radio and Television Writing

Spring Semester

An investigation of the problems and techniques inherent in writing for radio and television, including the development of ideas, writing to specific time limitations, and format. Prerequisite: CM101, CM231, CM331.

3 class periods. 3 credit hours.

CM340 (E340) Radio and Television News

Fall Semester

The theory and practice of newsgathering, writing, and presentation for the electronic communication media. Textbook study and academic exercises will be combined with practical reporting-presentation projects. Prerequisite: CM231, CM331, CM332.

3 class periods. 3 credit hours.

CM355 Broadcast News Reporting

Spring Semester

This course is designed to provide the student with the knowledge and skills necessary to market him/herself as an entry level radio and/or television news reporter. Its format allows junior and senior level students to draw from their cumulative prerequisite courses and related hands-on practical experiences within their major at York College of Pennsylvania. Prerequisite: CM340

3 class periods. 3 credit hours.

CM402 (E402) Communications Seminar

Fall Semester

An intensive examination of rhetorical and communication theories through directed research and writing. Required for all Speech majors. Prerequisite: The completion of 90 credit hours, including 12 credits in speech or speech-related courses.

3 class periods. 3 credit hours.

Course Descriptions

CM434 (E434) Radio-TV Laws and Policies **Spring Semester**

The basic laws governing mass communications and the issues surrounding regulation of the media. The establishment of station policies within the laws, the social and economic requirements and such issues as media effects on individuals, society and technology as they relate to the need for regulation will be addressed throughout the semester. Prerequisite: CM231, CM311.

3 class periods. 3 credit hours.

CM450, CM451 (E450, E451) Communications Internship

Offered on request

Planned and supervised work experience in oral or written communications at selected cooperating firms or organizations. Supplementary training conferences, reports, and appraisals. Prerequisite: Junior or Senior standing, and departmental approval of each student participant's individual program.

2 to 6 hours (depending upon the length and scope of each program)

CM498, CM499 Independent Study

Offered on request

An opportunity for the student who wishes to undertake a well-defined research project. While the student conducts work under the guidance of a faculty member of his or her own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process.

1-3 credit hours.

MUSIC

The Bachelor of Arts degree in Music offers students an opportunity to cultivate their interests in music, to seek out their cultural heritage, and to develop capacities for musical growth. These opportunities might be used in the development of a professional career or as preparation for advanced degrees in such areas as musicology, composition and performance. The Bachelor of Science degree in Elementary Education with music concentration prepares the student for certification to teach in elementary school. The student who wishes to pursue a B.S. in Music Education may complete two or more years at York College and then transfer to another school which offers the necessary music education courses.

Basic requirements for Music majors:

In addition to the general requirements for admis-

sion to York College of Pennsylvania, an applicant to the music program is required to audition in order to demonstrate musical achievement in his area of study. Auditions may be arranged through the office of the Chair of the Music, Art and Speech Communication Department. The applicant will be expected to perform a solo (preferably memorized and accompanied), show satisfactory proficiency in executing major and minor scales, sight-read materials selected by the auditioning committee, and answer questions concerning the applicant's musical experience and training.

All Music majors are required to perform before an examining committee (jury) at the close of each semester of study.

Music students are expected to attend recitals and other college music programs.

All Music majors are required to participate in at least one performance group each semester.

All Music majors are required to meet basic piano requirements before graduation. Piano proficiency examinations are expected to be performed at the end of the second semester of the Sophomore year, but may be taken at any examination period.

Additional requirements are specified in the music program pamphlet and should be discussed with the student's assigned faculty advisor who assists in scheduling courses and performing groups. Senior recital will be specified by faculty advisor.

Applied Music Courses

There is a special applied music fee for private instruction in voice or any instrument. The fee will depend upon the length of the weekly lesson. Once a student registers for lessons the student is obligated to pay for the entire semester.

Voice	MU101-MU102; MU201-MU202; MU301-MU302; MU401-MU402
Piano	MU103-MU104; MU203-MU204; MU303-MU304; MU403-MU404
Organ	MU105-MU106; MU205-MU206; MU305-MU306; MU405-MU406
Flute	MU107-MU108; MU207-MU208; MU307-MU308; MU407-MU408
Clarinet	MU109-MU110; MU209-MU210; MU309-MU310; MU409-MU410
Saxophone	MU111-MU112; MU211-MU212; MU311-MU312; MU411-MU412
Bassoon	MU113-MU114; MU213-MU214; MU313-MU314; MU413-MU414
Trumpet	MU115-MU116; MU215-MU216; MU315-MU316; MU415-MU416
Trombone	MU117-MU118; MU217-MU218; MU317-MU318; MU417-MU418

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Baritone	MU119-MU120; MU219-MU220; MU319-MU320; MU419-MU420
French Horn	MU121-MU122; MU221-MU222; MU321-MU322; MU421-MU422
Tuba	MU123-MU124; MU223-MU224; MU323-MU324; MU423-MU424
Violin	MU125-MU126; MU225-MU226; MU325-MU326; MU425-MU426
Viola	MU127-MU128; MU227-MU228; MU327-MU328; MU427-MU428
Cello	MU129-MU130; MU229-MU230; MU329-MU330; MU429-MU430
String Bass	MU131-MU132; MU231-MU232; MU331-MU332; MU431-MU432
Percussion	MU135-MU136; MU235-MU236; MU335-MU336; MU435-MU436
Oboe	MU137-MU138; MU237-MU238; MU337-MU338; MU437-MU438
Guitar	MU139-MU140; MU239-MU240; MU339-MU340; MU439-MU440

Students receive private instruction in the technique and art of correct and expressive playing of the musical instruments. Music majors will choose a primary instrument (to be taken eight semesters) and a secondary instrument (to be taken at least four semesters).

1 one-half hour lesson weekly equals ½ credit each semester.

1 one-hour lesson weekly equals 1 credit each semester.

MU133 Voice Class

Fall Semester

Group study of the fundamentals of the singing technique and vocal literature, with individual attention. A prerequisite course for private vocal study.

2 classes weekly. 1 credit hour.

Performance Courses

MU141-MU142; MU241-MU242;
MU341-MU342; MU441-MU442

Choir

Good choral literature of various styles is studied, including folk and religious music, classical and semi-classical compositions. At least one public performance is given each semester. A desire to sing is the only prerequisite. Membership by audition by the instructor.

3 rehearsals weekly.

1 credit each semester.

MU143-MU144; MU243-MU244;
MU343-MU344; MU443-MU444

Madrigal Singers

A vocal chamber group consisting of approximately 20 singers selected by audition, for the purpose of study

and performance of Renaissance and Baroque vocal music plus 20th century vocal chamber music.

2 rehearsals weekly.

1 credit each semester.

MU145-MU146; MU245-MU246;
MU345-MU346; MU445-MU446

Guitar Ensemble

A study of ensemble performance incorporating works for two or more guitars, or guitars in combination with other instruments and voice. Literature ranges from the Renaissance to contemporary.

2 hours. 1 credit each semester.

MU170.81

Guitar Class

A study of basic single note melody playing and chordal accompaniment on the guitar through the use of tablature and standard notation. Basic music theory study is included.

1 hour. 1 credit.

MU147-MU148; MU247-MU248;
MU347-MU348; MU447-MU448

Percussion Ensemble

To provide percussionists with an opportunity to play challenging music written specifically for their instrument. The percussion ensemble requires its members to be schooled in all areas of percussion.

2 hours. 1 credit each semester.

MU151-MU152; MU251-MU252;
MU351-MU352; MU451-MU452

Concert Band

Training in the interpretation of concert band music: the classics through contemporary pop literature. The concert band performs public concerts. Membership is open to all students who have had previous band or stage band experience.

2 rehearsals weekly.

1 credit each semester.

MU153-MU154; MU253-MU254;
MU353-MU354; MU453-MU454

Stage Band

A jazz-oriented group of instrumentalists who perform for various functions both on and off campus. Instrumentation: 4 trumpets, 2 alto saxes, 2 tenor saxes, 1 baritone sax, 4 trombones, piano, bass, and drums. Membership is open to all students who have had concert band or stage band experience.

2 rehearsals weekly.

1 credit each semester.

MU155-MU156; MU255-MU256;
MU355-MU356; MU455-MU456

Symphony Orchestra

A concert organization which studies and performs the

Course Descriptions

standard orchestral literature and selected contemporary composition. Membership is required of string majors and open to wind and percussion students by audition.

Rehearsal as scheduled.

1 credit each semester.

Historical and Theoretical Courses

MU150 Music Fundamentals

Fall Semester

Music Fundamentals is an introduction to the study of music theory. Music notation, scales, intervals, chords, and rhythms are explored through seeing, hearing, writing, singing, and playing. Enrollment is at the discretion of the Department. May not be used to fulfill music major requirements. Students who are required to take MU150 before enrolling in MU161 or MU162, must receive a grade of "2" or better in MU150.

3 class periods. 3 credit hours.

MU260 Music Appreciation

Fall-Spring Semesters

The study of Western man's changing attitude toward himself and his environment and the musical styles and techniques developed to express them.

3 class periods. 3 credit hours.

MU161 Music Theory I

Spring Semester

Study of music notation, basic musicianship, figured-bass harmony, keyboard harmony, literature, style, form and analysis. Prerequisite: MU150 or permission of instructor.

3 class periods. 3 credit hours.

MU162 Aural Training I

Spring Semester

Development of the skills of sight-singing and melodic, harmonic, and rhythmic dictation. Must be taken in the same semester with MU161.

1 class period. 1 credit hour.

MU163 Music Theory II

Fall Semester

Continuation of MU161, which is a prerequisite.

3 class periods. 3 credit hours.

MU164 Aural Training II

Fall Semester

Continuation of MU162, which is a prerequisite. Must be taken in the same semester with MU163.

1 class period. 1 credit hour.

MU261 Music Theory III

Spring Semester

Continuation of MU163, which is a prerequisite. Emphasis is on the extra-tonal chords developed in the nineteenth century.

3 class periods. 3 credit hours.

MU262 Aural Training III

Spring Semester

Continuation of MU164, which is a prerequisite. Must be taken in the same semester with MU261.

1 class period. 1 credit hour.

MU263 Music Theory IV

Fall Semester

Continuation of MU261, which is a prerequisite. Emphasis is on the styles developed in the twentieth century.

3 class periods. 3 credit hours.

MU264 Aural Training IV

Fall Semester

Continuation of MU262, which is a prerequisite. Must be taken in the same semester with MU263.

1 class period. 1 credit hour.

MU272 Jazz History

Spring Semester

Traces the historical development of jazz from its pre-history at the end of the 19th century to the present.

3 class periods. 3 credit hours.

MU361 Music History I

Fall, even numbered years

A historical study of the various styles and forms of music in western civilization from the time of earliest recorded history until the eighteenth century. Prerequisite: MU260.

3 class periods. 3 credit hours.

MU362 Music History II

Spring, odd numbered years

A historical study of the various styles and forms of music in western civilization from the time of the eighteenth century to the present. Prerequisite: MU260.

3 class periods. 3 credit hours.

MU364 Counterpoint

Spring Semester

A study of the contrapuntal styles of the 18th and 19th centuries. Prerequisite: MU263.

3 class periods. 3 credit hours.

MU461 Orchestration

Fall, odd numbered years

A study of the instruments of the orchestra and how to compose and arrange music for them. Prerequisite: MU260.

3 class periods. 3 credit hours.

MU462 Conducting

Spring, even numbered years

A study of the techniques of musical leadership, especially score preparation and gesture. Prerequisite: MU461.

2 class periods. 2 credit hours.

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MU498, MU499 Independent Study

The Independent Study Program affords an opportunity for the student who wishes to undertake a well-defined research project. While the student conducts his work under the guidance of a faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility in the learning process.

1 to 3 credits each semester.

Music Education Courses

MU374 Music in the Elementary School

Fall-Spring Semesters

Study and use of the music subject matter, methods, and activities appropriate for elementary general music. Students are provided the opportunity to become familiar with currently-used elementary music series materials and to present mini-lessons at different elementary grade levels. It is assumed that students enrolling in the course have, themselves, experienced typical school music activities in singing, instrument playing, rhythmic responses, and music reading. Does not satisfy humanities requirement. Prerequisite: MU150 or permission of instructor.

3 class periods. 3 credit hours.

DEPARTMENT OF NURSING

The nursing program leads to the degree of Bachelor of Science with a major in Nursing. The program is four years in length and provides opportunities for high school graduates, transfer students, as well as registered nurses and licensed practical nurses to be admitted to the program.

The purposes of the program are: 1) to prepare qualified beginning professional nurses who will provide health service to individuals, families, groups, and communities in a broad variety of health care settings; 2) to provide an education which prepares the graduate for advanced study in nursing; and 3) to provide an educational foundation which prepares the graduate to assume the responsibility for beginning leadership in nursing. The graduate of this program will be eligible to take the examination for licensure as a Registered Nurse in all states.

ADMISSION AND PROGRESSION

The baccalaureate program in nursing is approved by the Pennsylvania State Board of Nursing and accredited by the National League for Nursing. The nursing major is a highly structured and academically intensive program. It requires motivation, investment of



time, and a strong commitment to learning.

Admission to York College of Pennsylvania does not automatically ensure progression to the nursing major courses which begin at the sophomore level. To be accepted into the nursing major and to take the first clinical course, Basic Principles of Nursing (N210), students must have a 2.5 cum and must have completed the following courses with at least a "C" (2): Psychology (B161), Sociology (B185), Chemistry (S123 and 124), Anatomy and Physiology (BS212), Microbiology (BS241), Human Development (N201), Nutrition (N202), and completion of one of the two required math courses.

To remain in and progress through the Nursing major, a "C" or better must be obtained in each required support and nursing course and the student must carry a cumulative average of 2.5. To pass all clinical nursing courses, a student must receive a satisfactory grade ("2" or better) in both the nursing concepts and nursing practice components of the courses. A student who has received less than a C (2) in any nursing course will be permitted to repeat the course only one time.

All students who interrupt the suggested progression of courses for any reason must submit to the Chairperson of the Department of Nursing a letter of intent before they will be eligible to register for any course in the nursing major at a later time. It should be noted that if there is a delay in the completion of required courses,

Course Descriptions

there is no guarantee that degree requirements will remain constant although efforts will be made to accommodate each individual.

It is a policy of the Pennsylvania State Board of Nursing not to issue a license to an applicant who has been convicted of a felonious act.

HEALTH CERTIFICATION, TRANSPORTATION, INSURANCE AND OTHER COSTS

Health Certification:

All students must be certified by a physician and dentist to be of good health and capable of active participation in clinical experiences. Forms are available in the Department Office. The usual college admission physical examination is also required.

Students must submit required medical, dental, and certification materials by September 1, or the first day of registration of the semester in the year they begin nursing practice, and annually thereafter; an exception is made for First Aid Certification which lasts for three years. Any student who does not have the necessary reports in the Nursing Department Office by September 1 or the first day of semester registration for a nursing course with a clinical component, will not be permitted in nursing practice facilities until required materials have been submitted, and will receive an unsatisfactory/unexcused absence from clinical for each day missed.

All students prior to being placed in nursing practice courses are required to be certified in CPR and all students not licensed are required to be certified in First Aid.

TRANSPORTATION

All students must provide their own transportation to all nursing practice facilities beginning with the sophomore year.

LIABILITY INSURANCE

All students in the sophomore, junior, and senior years registered for the clinical courses must carry liability insurance payable at the College Business Office.

UNIFORMS:

Uniforms must be worn during planned nursing practice assignments supervised by YCP nursing faculty. Specific uniform policy and requirements will be discussed at beginning of first nursing practice course. Subsequently, students must purchase uniforms and uniform supplies in preparation for nursing practice assignments.

MISCELLANEOUS

Other costs may include standardized tests, medical insurance, immunizations, graduate pin, meals at nursing practice facilities, subscriptions to professional journals, parking fees at some nursing practice facilities, textbooks, reference books, and preparation of an application for the State Board Examination.

Nursing

N201 Human Development and Health Care Fall-Spring Semesters

Study of normal growth and development through all life stages. Developmental theories explored and applied to developmental assessment as part of the nursing process. Concepts of community, family, and personal health discussed. Selected agencies providing care and services to clients throughout the life span may be utilized for observational visits related to human development.

3 class periods. 3 credit hours.

N202 Nutrition in Health Care

A study of normal nutrition and the motivational, social, economic and cultural factors influencing nutrition through all life stages. Assessment of nutritional states of clients as part of the nursing process. Application of diet therapy concepts for patients with selected health problems. Prerequisite: S123, Pre or Corequisite: S124

3 class periods. 3 credit hours.

N210 Basic Principles in Nursing Practice Fall-Spring Semesters

The first clinical course introduces the nursing student to professional nursing roles and basic human needs of individuals. Students use systems and developmental theories in conjunction with the nursing process in providing care to clients. Emphasis is placed on communication, data collection, physical assessment skills, and beginning administration of drugs. Laboratory sessions are conducted in the skills laboratory and in selected health care settings. Admission to clinical nursing major; see previously cited requirements.

3 class periods.

6 hours laboratory periods.

5 credit hours.

N220 Assessment Skills in Health Care Practice

Fall-Spring Semesters

Basic assessment skills relative to physical examination and history taking are an integral part of the nursing process. This course is designed to provide a knowledge base of adult assessment skills. The emphasis of the course is the systematic evaluation of the body systems. Through practice and the use of skills learned, the stu-

York College of Pennsylvania

dent will develop an ability to identify normal physical findings and to distinguish abnormal signs. Assessments will include head and neck, chest, heart, breast, musculoskeletal, abdomen, the neurological systems, and mental status assessment. Adaptation of selected assessment skills to specific age groups such as children and the elderly will also be included. Lectures will be reinforced by laboratory practice sessions.

3 class periods. 3 credit hours.

N230 Clinical Practice: Operating Room Summer Session

An elective course. Application of the nursing process in the nursing care of operative patients during surgical procedures; study of Operating Room procedures; supervised experience in nursing practice in the Operating Room. Prerequisite: Completion of all course requirements in the sophomore year.

1 class period.

2 three-hour laboratory periods.

3 credit hours.

N305 Nursing Concepts: Chronic Health Problems Fall-Spring Semesters

The family as a codeterminant of individual states of health is emphasized in relationship to health concerns of a chronic and relatively steady nature. Principles underlying human adaptational responses to chronic health changes and the significance for nursing intervention are emphasized. Prerequisite: Junior standing in the nursing major.

3 class periods 3 credit hours.

N306 Nursing Practice: Adults with Chronic Health Problems

Fall-Spring Semesters

Individual and family assessment as a part of nursing process are addressed. Health promotion, health preservation and health recovery and continuity of care for both mental and physical concerns are stressed. Laboratory sessions are conducted in simulated and real laboratories such as hospital in-patient settings and long-term care facilities in the community. Prerequisite: Junior standing in the nursing major. Pre or Corequisite: N305.

2 class periods.

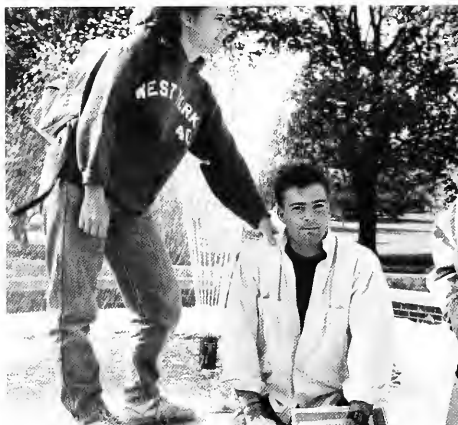
12 laboratory hours.

6 credit hours.

N315 Nursing Concepts: Parent Child Health Fall-Spring Semesters

This course will discuss the normal maternity cycle, the newborn, illness and hospitalization of the child, and growth and developmental deviations within the context of the family. Prerequisite: Junior standing in the nursing major.

3 class periods. 3 credit hours.



N316 Nursing Practice: Parent Child Care Fall-Spring Semesters

Family assessment as part of the nursing process will be included. Health promotion, maintenance and restoration as well as continuity of care will be stressed for both mental and physical dimensions. Laboratory sessions will be conducted in simulated and real laboratories such as hospital, home, and community based settings. Prerequisite: Junior standing in the nursing major. Pre or Corequisite: N315.

2 class periods.

12 laboratory hours.

6 credit hours.

N320 Key Concepts in Professional Nursing Fall-Spring Semesters

Designed for registered professional nurse students and licensed practical nurse students pursuing a baccalaureate education in nursing. Emphasis is on the application of the conceptual approach to the YCP nursing curriculum and the acquisition and evaluation of clinical skills required for advanced placement in the nursing major. Prerequisite: Advanced placement in nursing major or permission of instructor.

3 class periods. 3 credit hours.

N405 Nursing Concepts: Acute Health Problems Fall-Spring Semesters

Nursing concepts relating to the physical, emotional, and social needs of acutely ill individuals requiring hospitalization are emphasized. Concerns relating to family members are also explored. Prerequisite: Senior standing in nursing major.

3 class periods. 3 credit hours.

N406 Nursing Practice: Adults with Acute Health Problems

Critical judgments based on assessment of needs during

Course Descriptions

acute health disruptions will be emphasized. Collaboration, coordination, and consultation with health team members will be stressed. Laboratory sessions will be conducted in hospital in-patient settings. Senior standing in nursing major. Pre or Corequisite: N405, N411.

- 1 class period.
- 12 laboratory hours.
- 5 credit hours.

N411 Leadership in Professional Nursing

Fall-Spring Semesters

Emphasis is on the leadership role of the professional who supervises and directs care given by a group of varied personnel to a group of clients. A study and analysis of the change-agent role, health care and social issues, advocacy relationships, and the legislative process. Principles underlying the ordering of values which work toward unity of the individual will be emphasized. Prerequisite: Senior standing in the nursing major.

- 3 class periods. 3 credit hours.

N412 Research and Professional Nursing Practice

Fall-Spring Semesters

Critical inquiry principles applied in the development of a research proposal related to a clinical nursing problem. Oral and written presentations of the proposal will be a course requirement. Prerequisites: B260 (or other statistics course) and senior standing in the nursing major.

- 3 class periods. 3 class credits.

N415 Nursing Concepts: Community Health

Fall-Spring Semesters

The community as a codeterminate of individual states of health will be emphasized. Community structure, inter-relationships and health care delivery systems will be explored. Public health concepts as they relate to individuals, families, and groups in the community will be identified. Prerequisite: Senior standing in the nursing major.

- 3 class periods. 3 credit hours.

N416 Nursing Practice: Community Health

Fall-Spring Semesters

Introduction to community assessment as part of nursing will be included. An epidemiologic study of a problem or situation that affects the health of a community or a segment of population will be a course requirement. Laboratory sessions will be conducted in official and non-official health agencies and other community-based settings. Prerequisite: Senior standing in the nursing major. Pre or Corequisite: N415, N412.

- 1 class period.
- 12 laboratory hours.
- 5 credit hours.

N420 Critical Care Certification Preparation Course

Fall Semester

This course is designed to prepare the critical care nurse for the AACN certification exam. In addition, it will help to expand and update the knowledge of the practicing critical care nurse who is seeking continuing education. The emphasis of the course is the management of clients with critical illness based on the core curriculum for Critical Care Nursing.

- 3 class periods. 3 class credits.

N498, N499 Independent Study

Fall or Spring Semester

The Independent Study Program affords an opportunity for the nursing student who wishes to undertake a well-defined project. While the student conducts his work under the guidance of a nurse faculty member of his own choosing, the project is carried out in an independent manner without regular class meetings. Effective independent study is characterized by a reduction in formal instruction and an increase in the individual student's responsibility and initiative in the learning process. Prerequisite: Senior standing and consent and approval of the Department of Nursing Chair and Academic Dean.

- 1—3 credit hours.

PHYSICAL SCIENCES DEPARTMENT

Four-year programs leading to the Bachelor of Science degrees are available in Premedicine, Pre dentistry, Physical Science, Medical Technology, Engineering Management, Secondary Education Mathematics, and Secondary Education General Science. The Medical Technology program includes three years of classroom and laboratory instruction followed by one year of hospital clinical study.

There is a Combined Plan affiliation with the School of Engineering and Applied Sciences of Columbia University in New York City. The Combined Plan allows a student to devote three years to the study of liberal arts and sciences at York College before transferring to Columbia University for two years of engineering or Science studies. This 3-2 (five-year) program leads to a Bachelor of Science degree from York College and a Bachelor of Science degree with a major in engineering or applied science from Columbia University.

Two-year curricula leading to the Associate of Science degree are offered in Chemistry, engineering, mathematics, and Physics. Students may find suitable employment requiring the Associate degree or transfer to any suitable four-year college or university to earn the Bachelors degree.

York College of Pennsylvania

Chemistry

S121 General Chemistry

Fall Semester

Recommended for all engineering, medical technology, premedical, pre dental, preveterinary, prepharmacy, and science majors. An introduction to stoichiometry, atomic structure, chemical bonding, properties and reactions of inorganic compounds, gas laws, liquids, solution chemistry, acids and bases, and oxidation-reduction reactions.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S122 General Chemistry

Spring Semester

A continuation of S121. Study of thermodynamics, kinetics, acids and bases, ionic equilibria, electrochemistry, nuclear chemistry, and descriptive chemistry of the elements.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S123 Concepts in Chemistry

Fall Semester

A discussion of the basic facts and fundamental laws of chemistry. An introduction to stoichiometry, atomic structure, chemical bonding, gas laws, solutions, acids and bases, chemical equilibria, thermodynamics, kinetics, and some descriptive chemistry.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S124 Concepts in Chemistry

Spring Semester

A continuation of S123. An introduction to organic and biochemistry. A study of the nomenclature, preparation, properties, and reactions of aliphatic and aromatic hydrocarbons, and organic compounds containing oxygen, nitrogen and halogens. Selected biochemical topics are presented.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S231 Organic Chemistry

Fall Semester

The chemistry of carbon compounds. An integrated study of the nomenclature, preparation, properties, stereochemistry, and reactions of aliphatic and aromatic compounds. The relationship between structure and reactivity is developed for each class of compounds. Mechanisms are stressed.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S232 Organic Chemistry

Spring Semester

Continuation of Organic Chemistry 231. Includes oxygen, sulfur, nitrogen and halogen containing compounds. Spectroscopic analysis and organic medicinal topics are included.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S303 Quantitative Analytical Chemistry

Fall Semester

Classical methods of chemical analysis augmented by use of new titrants and specific ion electrodes. The theory and techniques of gravimetric, volumetric, and potentiometric analysis are included. Prerequisite: S121-S122.

2 class periods.

2 three-hour laboratory periods.

4 credit hours.

S334 Instrumental Analytical Chemistry

Spring Semester

An introduction to the theoretical principles and applications of modern instrumental methods of analysis. Topics include spectroscopy, chromatograph, and electrochemical techniques. Prerequisite: S121-S122.

2 class periods.

2 three-hour laboratory periods.

4 credit hours.



Course Descriptions

S421 Chemistry Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisite: Junior standing including S121-122, S231-232 and departmental approval of each participant's individual program.

3 credit hours each semester.

Engineering

S141 Descriptive Geometry

Spring Semester

Introduction to the use and care of drawing instruments. Theory of projection drawing and its application to graphic solutions. Revolution of points, lines, and planes; intersection of lines, planes and solids; and surface developments. Drafting equipment required.

2 two-hour laboratory periods.

2 credit hours.

S142 Engineering Drawing

Fall Semester

Sketching, orthographic and auxiliary projection, sections, lettering and reproductive processes. Detail and assembly drawing and introduction to shop practices. Drafting equipment required.

2 two-hour laboratory periods.

2 credit hours.

S241 Strength of Materials

Spring Semester

Simple tension, compression, shear, torsion, flexure, deflection of beams, combined stresses, riveted and welded joints, column theory and design. Prerequisite: S185-S186.

3 class periods. 3 credit hours.

S283 Statics

Fall Semester

Fundamental concepts; composition and resolution of forces; equilibrium; coplanar and non-coplanar force systems, algebraic and graphical solutions, static and kinetic friction; center of gravity and moment of inertia, practical applications of principles of mechanics. Vector methods are used. Prerequisite: S172, S185.

3 class periods. 3 credit hours.

S284 Dynamics

Spring Semester

Velocity and acceleration; motion of particles; motion of rigid bodies; unbalanced forces, work and energy; impulse and momentum. Prerequisite: S185, S271.

3 class periods. 3 credit hours.

S495 Engineering Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisite: Junior standing including S141, S142, S185, S186, S285, S283, S284 and departmental approval of each participant's individual program.

3 credit hours each semester.

Mathematics

S150 Basic Mathematics

Fall-Spring Semesters

A course emphasizing the fundamentals of mathematics, the operations, number systems, and one variable algebra. Students enrolled in this class must receive a grade of "C" or better before taking another mathematics course. Enrollment is at the discretion of the department. May not be used to fulfill mathematics core requirement. Students who have successfully completed math courses above this level are not permitted to schedule this course.

3 class periods. 3 credit hours.

S153 College Algebra*

Fall-Spring Semesters

Designed to prepare students in algebraic skills. Topics include equations in one and two variables, inequalities, systems of equations, quadratic equations, polynomial functions, exponents, and logarithms.

3 class periods. 3 credit hours.

S163 College Mathematics*

Fall-Spring Semesters

Designed to teach students a variety of mathematical topics at the college level. Topics will include logic, sets, linear equations, graphs, linear programming, probability, statistics, and game theory.

3 class periods. 3 credit hours.

S166 Business Calculus*

Fall-Spring Semesters

A one-semester calculus course designed for Business majors. Topics will include calculation of derivatives, maximum-minimum problems, curve sketching, calculation of integrals, area under curves, and applications. The course uses applications from the business sector.

3 class periods. 3 credit hours.

S168 College Trigonometry*

Spring Semester

A course that includes the basic trigonometric functions,

*May be used to fulfill mathematics core requirement.

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use of the trigonometric tables, graphs of complex trigonometric functions, functions of multiple angles, and solutions to triangle problems.

3 class periods. 3 credit hours.

S174 Elementary Linear Algebra*

Spring Semester

An introduction to vector spaces and matrices with emphasis on their application to systems of linear equations. Prerequisite: S153 or equivalent.

3 class periods. 3 credit hours.

S179 Mathematics for Elementary Education

Fall-Spring Semesters

Designed to provide the mathematical concepts needed to teach mathematics in the elementary and middle school. Topics include set theory, logic and proof, and development of numbers. This course is required for all Elementary Education majors.

3 class periods. 3 credit hours.

S265 Elements of Statistics

Spring Semester

An introductory course for use in all disciplines including probability distributions, confidence intervals, hypothesis testing, analysis of variance, and linear regression. Prerequisite: S153 or equivalent. Students who have taken B260 or M260 are not permitted to schedule this course.

3 class periods. 3 credit hours.

S171, S172, S271 Analytic Geometry and Calculus I*, II*, III

Fall-Spring Semesters

Cartesian coordinates, slope, straight lines, conic sections, polar coordinates, limits, differentiation, integration, and applications of calculus to the physical sciences and engineering. Series expansion of functions, partial derivatives, and multiple integration. Prerequisite: Two units of high school algebra, one unit of trigonometry and satisfactory achievement in college entrance examinations, or College Algebra S153.

4 class periods.

4 credit hours each semester.

S272 Differential Equations

Spring Semester

An introductory course including 1st-order equations, nth-order linear equations, Laplace transforms, and series solutions. Some applications to physics and engineering. Prerequisite: S271.

4 class periods. 4 credit hours.

S275 Mathematical Structures

Fall, odd numbered years

A first course in pure mathematics. Topics include sets,

logic, mathematical proofs, relations and functions.

3 class periods. 3 credit hours.

S372 Partial Differential Equations

Fall Semester

An introduction to the study of partial differential equations with emphasis on practical applications. Prerequisite: S272.

3 class periods. 3 credit hours.

S375 Introduction to Geometry

Fall, even numbered years

A rigorous presentation of Euclidean geometry with some topics in non-Euclidean geometry.

3 class periods. 3 credit hours.

S376 Abstract Algebra

Spring, odd numbered years

An introduction to the study of modern algebra, with emphasis on groups, rings, and fields. Prerequisite, S373.

3 class periods. 3 credit hours.

S451 Mathematics Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisite: Junior standing including S171, S172, S271, S272 and departmental approval of each participant's individual program.

3 credit hours each semester.

S471, S472 Advanced Calculus

Fall-Spring Semesters

The course generalizes elementary calculus and presents it in a mathematically rigorous manner. It introduces the student to more advanced topics in calculus. Prerequisite: S271.

3 class periods. 3 credit hours each semester.

S475 Point-Set Topology

Fall Semester

A study of elementary set theory and a survey of the standard topics of point-set topology, with emphasis on applications to the space of reals. Prerequisite S172.

3 class periods. 3 credit hours.

S476 Advanced Geometry

Spring Semester

A senior level course with various emphases including advanced topics in Euclidean geometry, transformational geometry, and projective geometry. Prerequisite: S375.

3 class periods. 3 credit hours.

*May be used to fulfill mathematics core requirement.

Course Descriptions

S480, S481 Reading and Research in Mathematics Fall-Spring Semesters

The course is designed to allow the student to pursue an area of interest in the field of mathematics. This course is limited to seniors who have previously demonstrated a high degree of proficiency in mathematics.

3 class periods. 3 credit hours.

Medical Technology

The following courses will be pursued by Medical Technology majors who are accepted into the senior clinical year of the program. Credits for individual courses may vary.

MT401 Clinical Microbiology

Identification and clinical pathology of bacteria, fungi, viruses and parasites. Techniques to isolate, stain, culture and determine antimicrobial susceptibility. Instrumentation; quality control.

MT402 Clinical Chemistry

A study of enzymology, endocrinology, biochemistry of lipids, carbohydrates and proteins, metabolism of nitrogenous end products, physiology and metabolism of fluids and electrolytes and toxicology as related to the body and diseases. The technical procedures include colorimetry, spectrophotometry, electrophoresis, chromatography, automation and quality control.

MT403 Clinical Hematology/Coagulation

A study of the composition and function of blood; diseases related to blood disorders; the role of platelets and coagulation. Manual and automated techniques of diagnostic tests for abnormalities.

MT404 Clinical Immunohematology

A study of blood antigens, antibodies, crossmatching, hemolytic diseases, and related diagnostic tests. An in-depth study of blood donor service and its many facets such as transfusions, medico-legal aspects, etc.

MT405 Clinical Immunology/Serology

A study of immune response, immunoglobulins, autoimmunity and complement and related tests and diseases. Survey and demonstration of serological diagnostic tests.

MT406 Clinical Seminar

Other courses which are not included in the above (such as orientation, laboratory management, education, clinical microscopy) and/or are unique to the individual hospital program.

Physical Science

S180 Earth and Space Science

A study of the basic principles of astronomy and geology. The course covers the history of the theory of



planetary motion, scientific method, the solar system, star evolution, rock classification, mountain building, erosion, and plate tectonics.

2 class periods.

1 three-hour laboratory period.

3 credit hours.

S181, S182 Physical Science Fall-Spring Semesters

A course for non-science majors with limited mathematical background. Emphasis on the relationship of scientific principles to daily experience. The first semester covers areas including force, motion, gravity, energy, heat temperature, wave motion and sound. The second semester covers light, static electricity, electrical currents, basic chemistry, and modern concepts.

2 class periods.

1 three-hour laboratory period.

3 credit hours each semester.

S491 Physical Science Seminar Fall Semester (alternate years)

This course is designed to expose the student to searching and critically reading the referred literature in several areas of physical science. The student will read and present to classmates, several papers from his/her own selected concentration. He/she will critically discuss papers from several related physical science areas. Prerequisite: Junior class standing.

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S492 Special Topics In The Physical Sciences

Spring Semester (alternate years)

An interdisciplinary science course designed to introduce topics of current or special interest. The course crosses over the perceived barriers which define each scientific discipline via a broad based, interdisciplinary approach to the study of selected science topics. Prerequisite: Junior class standing.

3 class periods

3 credit hours.

Physics

S183-S184 General Physics

Fall-Spring Semesters

An introduction to college physics covering the field of mechanics, heat, sound, electricity, light, and selected topics of modern physics. Emphasis on theory, problems, and practical applications. This course is intended for students not majoring in Physics or Engineering. Prerequisite: High School Algebra and trigonometry or equivalent.

3 class periods.

1 three-hour laboratory period.

4 credit hours each semester.

S185 Engineering Physics (Mechanics)

Fall Semester

This course is intended for first-year students who are majoring in Physics or Engineering. This semester deals with systems of forces, equilibrium, linear motion, work and energy, momentum, circular motion, rotational motion and moment of inertia, elastic properties of matter, hydrostatics, hydrodynamics, harmonic motion. Emphasis is on theory, problems, and practical applications. Prerequisite: S171-S172.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S186 Engineering Physics

(Heat, Thermodynamics and Sound)

Spring Semester

This semester covers areas like temperature and heat, thermal expansion, change of phase, transfer of heat, equation of state, laws of thermodynamics, heat engines, kinetic theory of gases, wave motion, transmission and detection of sound, interference, resonance, Doppler's Effect, sources of musical sounds, architectural acoustics. Prerequisite: S171.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S285 Engineering Physics

(Electricity and Magnetism)

Fall Semester

A study of static electricity, electric field, Gauss' law, electric potential, capacitors and dielectrics, Ohmic law, electromotive force and electrical circuits, magnetic field, Ampere's law, Faraday's law, inductance, magnetic properties of matter, electromagnetic oscillations, Maxwell equations, and electromagnetic wave theory. Prerequisite: S271-Concurrent.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S286 Engineering Physics

(Optics and Modern Physics)

Spring Semester

A study of nature and propagation of light, reflection and refraction of light, interference, diffraction and polarization, special theory of relativity, quantum theory of light, photoelectric effect, x-ray diffraction, Compton effect, wave properties of particles, uncertainty principle and its applications, atomic models, atomic spectra, quantum mechanics, statistical mechanics, atomic nucleus, nuclear transformations, elementary particles, etc. Prerequisite: S271.

3 class periods.

1 three-hour laboratory period.

4 credit hours.

S485 Physics Internship

This off-campus internship is designed to give the students an opportunity to make use of the practical aspects of their classroom knowledge, thus developing their confidence and understanding through experience. The corporate supervisor and the faculty supervisor will evaluate student's performance. Prerequisite: Junior standing including S185, S186, S285, S286, S283, S284 and departmental approval of each participant's individual program.

3 credit hours each semester.

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PUBLIC RELATIONS

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FACULTY

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* * * * *

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- Charles W. Boas (1968)
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 Chemistry
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 Biology
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 Chemistry
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Rosters

U.S. ARMY, ROTC

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 Lecturer in English
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 Joseph Blascovich (1988)
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B.A., University of Connecticut
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Ph.D., Catholic University
- David Morath (1986)
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M.A., University of Illinois
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M.Th., Princeton Theological Seminary
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B.A., Duns Scotus College
M.Th., Holy Name College
- Alan R. Piperberg (1977)
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B.S., Wharton School, University of Pennsylvania
- Debra Plowman (1989)
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B.S., York College of Pennsylvania
- Gordon Porter (1987)
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B.S., York College of Pennsylvania
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M.E. Sci., Pennsylvania State University
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M.Ed., Tufts University
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- Elliott Seda (1988)
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- Barbara A. Solymos (1988)
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M.S., Shippensburg State College
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M.S., Millersville State College
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B.S., Shippensburg State College
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York College of Pennsylvania

FALL SEMESTER 1989-90

1989

Wednesday, August 30

6:15 p.m. to 7:30 p.m.

Registration for Evening Sessions

Sunday, September 3

Exploriation Program for New Students Begins

Monday, September 4

1:00 p.m.

College Housing Opens for Returning Students

Tuesday, September 5

1:00 p.m. to 4:00 p.m.

Registration

Wednesday, September 6

9:00 a.m. to 4:00 p.m.

Registration

Thursday, September 7

8:00 a.m.

Classes Begin

Thursday, September 7

Late Registration Fee Applies

Thursday, September 14

Last Day to Enter, Switch or Add Classes
for the Semester

Wednesday, September 27

Last Day to Apply for Winter
Commencement Degree

Friday, October 13

Last Day to Withdraw from Courses

Friday, October 13

5:00 p.m.

Fall Break Begins

Wednesday, October 18

8:00 a.m.

Classes Resume

Tuesday, November 21

10:00 p.m.

Thanksgiving Vacation Begins

Monday, November 27

8:00 a.m.

Classes Resume

Tuesday, December 12

Last Day of Regular Classes for the Semester

Wednesday, December 13

Reading Day

Thursday thru Tuesday, December 14-19

Final Examinations

Thursday, December 21

10:30 a.m.

Commencement

SPRING SEMESTER 1989-90

1990

Wednesday, January 10

6:15 p.m. to 7:30 p.m.

Registration for Evening Sessions

Sunday, January 14

4:00 p.m.

College Housing Opens

Tuesday, January 16

1:00 p.m. to 4:00 p.m.

Registration

Wednesday, January 17

9:00 a.m. to 4:00 p.m.

Registration

Thursday, January 18

8:00 a.m.

Classes Begin

Thursday, January 18

Late Registration Fee Applies

Thursday, January 25

Last Day to Enter, Switch or Add Classes
for the Semester

Thursday, February 8

Last Day to Apply for Spring
Commencement Degree

Friday, February 23

Last Day to Withdraw from Courses

Saturday, February 24

12 Noon

Winter Vacation Begins

Monday, March 5

8:00 a.m.

Classes Resume

Wednesday, April 11

10:00 p.m.

Spring Vacation Begins

Tuesday, April 17

8:00 a.m.

Classes Resume

Friday, May 4

Last Day of Regular Classes for the Semester

Saturday thru Thursday, May 5-10

Final Examinations

Saturday, May 12

10:30 a.m.

Commencement

Calendars

SUMMER 1990

Registration by mail for all summer sessions is encouraged from February 15 to one week prior to the start of classes each session.

"In-person" registration will also be accepted in the Special Programs Office Monday through Friday, 8:30 a.m. to 5:00 p.m. This type of registration is available from February 15 until the first day of classes each session.

Mini-Mester

Three-week Summer Session

May 16—June 6

Tuesday, May 15

1:00 p.m.

College Housing Opens

Wednesday, May 16

8:00 a.m.

Classes begin

Monday, May 28

Memorial Day—no classes

Wednesday, June 6

Classes End

Summer I

Five-week Summer Session

June 11—July 13

Wednesday, June 6

6:15 p.m. to 7:30 p.m.

Registration

Sunday, June 10

1:00 p.m.

College Housing Opens

Monday, June 11

8:00 a.m.

Classes begin

Wednesday, July 4

Fourth of July—no classes

Friday, July 13

Classes End

Summer II

Five-week Summer Session

July 16—August 17

Wednesday, July 11

6:15 p.m. to 7:30 p.m.

Registration

Sunday, July 15

1:00 p.m.

College Housing Opens

Monday, July 16

8:00 a.m.

Classes Begin

Friday, August 17

Classes End

York College of Pennsylvania

FALL SEMESTER 1990-91

1990

Wednesday, August 29

6:15 p.m. to 7:30 p.m.

Registration for Evening Sessions

Sunday, September 2

Exploriation Program for New Students Begins

Monday, September 3

1:00 p.m.

College Housing Opens for Returning Students

Tuesday, September 4

1:00 p.m. to 4:00 p.m.

Registration

Wednesday, September 5

9:00 a.m. to 4:00 p.m.

Registration

Thursday, September 6

8:00 a.m.

Classes Begin

Thursday, September 6

Late Registration Fee Applies

Thursday, September 13

Last Day to Enter, Switch or Add Classes
for the Semester

Wednesday, September 26

Last Day to Apply for Winter

Commencement Degree

Friday, October 12

Last Day to Withdraw from Courses

Friday, October 12

5:00 p.m.

Fall Break Begins

Wednesday, October 17

8:00 a.m.

Classes Resume

Tuesday, November 20

10:00 p.m.

Thanksgiving Vacation Begins

Monday, November 26

8:00 a.m.

Classes Resume

Friday, December 14

Last Day of Regular Classes for the Semester

Saturday thru Thursday, December 15-20

Final Examinations

Friday, December 21

10:30 a.m.

Commencement

SPRING SEMESTER 1990-91

1991

Wednesday, January 9

6:15 p.m. to 7:30 p.m.

Registration for Evening Sessions

Sunday, January 13

4:00 p.m.

College Housing Opens

Tuesday, January 15

1:00 p.m. to 4:00 p.m.

Registration

Wednesday, January 16

9:00 a.m. to 4:00 p.m.

Registration

Thursday, January 17

8:00 a.m.

Classes Begin

Thursday, January 17

Late Registration Fee Applies

Thursday, January 24

Last Day to Enter, Switch or Add Classes
for the Semester

Thursday February 7

Last Day to Apply for Spring

Commencement Degree

Friday, February 22

Last Day to Withdraw from Courses

Saturday, February 23

12 Noon

Winter Vacation Begins

Monday, March 4

8:00 a.m.

Classes Resume

Wednesday, March 27

10:00 p.m.

Spring Vacation Begins

Tuesday, April 2

8:00 a.m.

Classes Resume

Friday, May 3

Last Day of Regular Classes for The Semester

Saturday thru Thursday, May 4-9

Final Examinations

Saturday, May 11

10:30 a.m.

Commencement

York College of Pennsylvania

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